



# Quick Reference Guide

## Withdrawing a Requisition



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### Procedure

1. Click on the Profile Icon at the top right. Click **My Pending Requisitions**.

The screenshot shows the user profile dropdown menu for Patrick Defourneaux. The menu items are: View My Profile, Dashboards, Manage Searches, Manage Search Exports, Set My Home Page, Search Help For A Solution, My Pending Requisitions (highlighted with a red box), My Recently Completed Requisitions, and My Recently Completed Purchase Orders. There are also buttons for Logout and Help.

2. Choose the requisition you want to withdraw.

The screenshot shows the Search Requisitions page. The table below contains one requisition:

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
3363249	Office Depot VWR International	Printer Paper	Pending	Patrick Defourneaux	11/10/2021 11:46:24 AM	3,534.22 USD

## Withdrawing a Requisition



3. Click the drop down at the top right and select **Withdraw Entire Requisition**.

The screenshot shows a requisition page for requisition 3363249. The status is 'Pending'. A dropdown menu is open at the top right, showing options 'Approve' and 'Withdraw Entire Requisition'. A red arrow points to the 'Withdraw Entire Requisition' option. The page displays details for General, Shipping, and Billing sections, and a summary table on the right.

Pending	
Total (3,534.22 USD)	
Subtotal	3,534.22
Shipping	0.00
Handling	0.00
	<b>3,534.22</b>

4. In the resulting pop-up window, enter the reason for withdrawing the requisition in the **Reason** box and click OK.

5. The displayed requisition status will be updated to **withdrawn**.

The screenshot shows a pop-up window titled 'Withdraw Entire Requisition'. It contains a warning message: 'Once a requisition is withdrawn, it cannot be reinstated. Click OK to withdraw, or CANCEL to leave the requisition unchanged.' Below the message is a text input field labeled 'Reason'. The input field has a character count of '1000 characters remaining' and a 'clear' button. Below the input field is a note: 'Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.' At the bottom of the window are 'OK' and 'Cancel' buttons.

***You have successfully withdrawn a requisition.***