Withdrawing a Requisition

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✓ Withdrawing a submitted requisition

Procedure

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

2. Choose the requisition you want to withdraw.
3. Click the drop down at the top right and select **Withdraw Entire Requisition**.

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 The displayed requisition status will be updated to **withdrawn**.

You have successfully withdrawn a requisition.