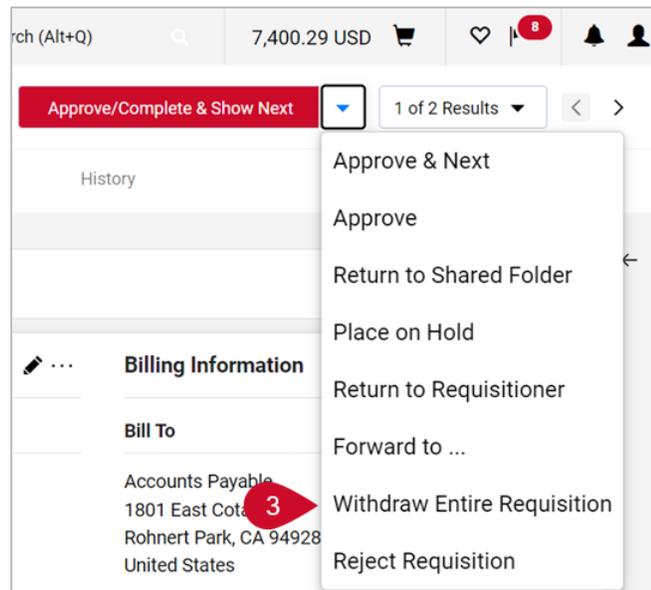




Learn how to withdraw a requisition.

Remove a Requisition from the Approval Workflow

1. Navigate to **Orders > Search > Requisitions**.
2. Select the requisition you want to withdraw. You can only withdraw a requisition while it is in Pending status.
3. Select **Withdraw Entire Requisition** from the **Approve/Complete & Show Next** drop-down menu.



4. Alternatively, if it shows, the **Withdraw Entire Requisition** button can be clicked to perform the same function.

Withdraw Entire Requisition

5. In the **Withdraw Entire Requisition** pop-up window, insert the reason for the withdrawal.
Note: a withdrawn requisition cannot be reinstated.
6. Select **OK**.

Withdraw Entire Requisition

ⓘ Once a requisition is withdrawn, it cannot be reinstated. Click OK to withdraw, or CANCEL to leave the requisition unchanged.

Reason

expand | clear

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.

OK Cancel



A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Quick Reference Guide

Withdraw a Requisition

