Withdrawing a Submitted Requisition

If you’ve submitted a Requisition that hasn’t been approved yet, and you need to cancel it, you must withdraw the Requisition. If it has been approved (i.e. the PO was created), see Cancel an Order.

Note: Once a Requisition is withdrawn, you will not be able to reinstate it.

1. Click > the user icon top right-hand corner of the navigation bar, select My Pending Requisitions from the fly-out menu

2. Click on the Requisition link and from the drop-down menu select Withdraw Entire Requisition

2. Enter the reason for the withdrawal and click OK.
3. The Requisition status will appear as *Withdrawn*. 