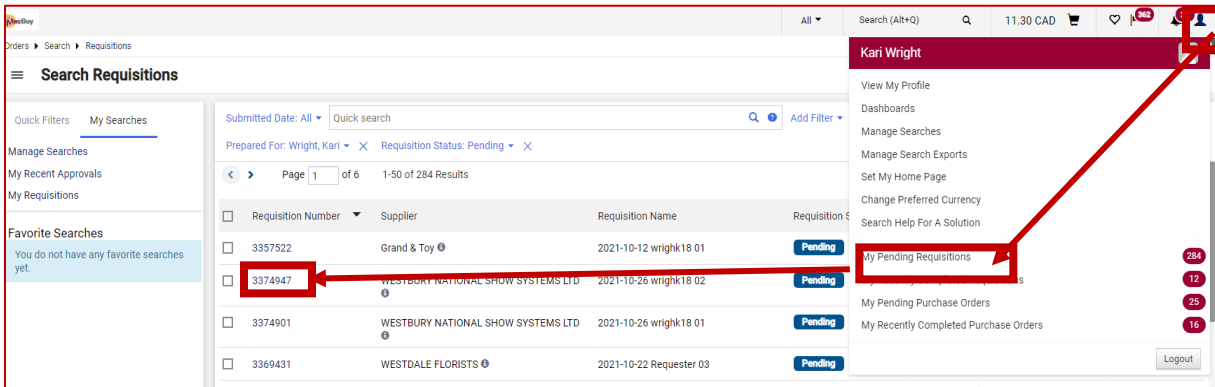


## Withdrawing a Submitted Requisition

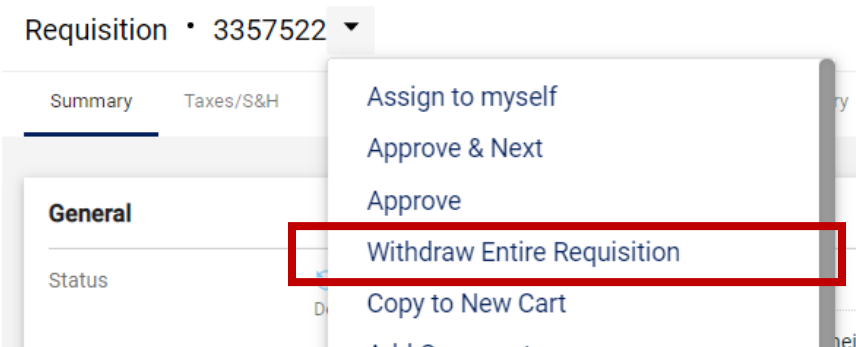
If you've submitted a Requisition that hasn't been approved yet, and you need to cancel it, you must withdraw the Requisition. If it has been approved (i.e. the PO was created), see [Cancel an Order](#).

**Note:** Once a Requisition is withdrawn, you will not be able to reinstate it.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

A screenshot of the 'Withdraw Entire Requisition' dialog box. It has a title bar with a close button. Below the title bar, there's a warning icon and text: 'Once a requisition is withdrawn, it cannot be reinstated. Click OK to withdraw, or CANCEL to leave the requisition unchanged.' Below this, there's a text area labeled 'Reason' with the text 'not needed at the moment'. At the bottom, there are 'OK' and 'Cancel' buttons. The dialog box is styled with a dark header and a light body.

- Total (0.00 CAD)

Subtotal

0.00

GST/HST

0.00

Shipping

0.00

Handling

0.00

0.00

What's next?

Workflow

Show skipped steps

Draft

11/12/2021 9:53 PM

Requester

On behalf of: Kari Wright

Start - Parallel Steps

Initial Validation Request

Completed

Wait for Initial Response

Approved