

# Step-by-Step Guide

## Withdrawing Requisitions from Workflow



### In This Guide

- ✓ Selecting a requisition
- ✓ Withdrawing a requisition from workflow
- ✓ Reviewing the requisition status

This guide demonstrates how to withdraw a requisition from workflow.

Why withdraw a requisition?

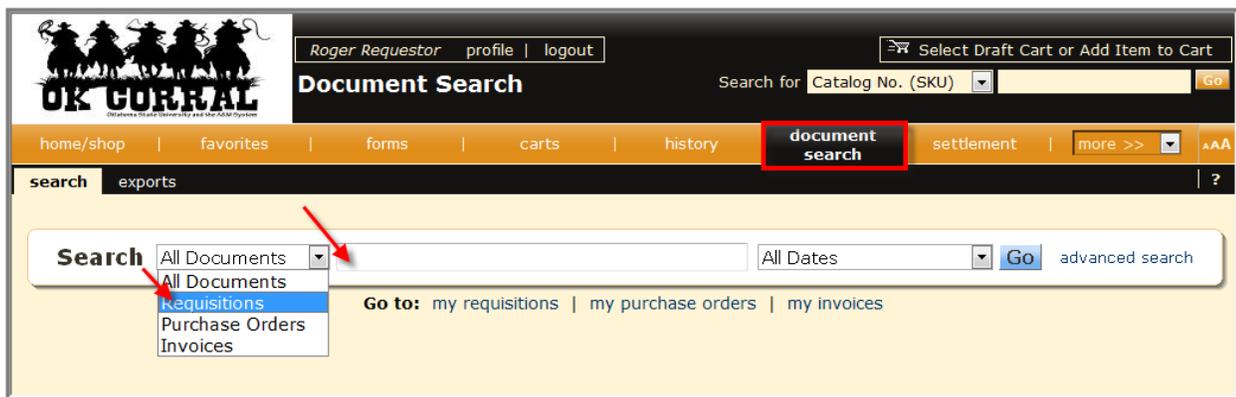
- If you no longer require the order and need to cancel the requisition.

### Shopping & Policy Reminders

- ▲ Only requisitions in a pending status can be withdrawn.
- ▲ Once a requisition is withdrawn, it cannot be reinstated!
- ▲ If you need to make changes to a requisition that is currently in workflow, it is recommended that you contact the appropriate approver and ask that the approver return the requisition to the requester for edits.
- ▲ If you withdraw the requisition, you can use the copy cart functionality to place the items into a new requisition (The copy function is not applicable for punch-out transactions.)
- ▶ **Shoppers, requesters or approvers will not receive an email notification that a requisition has been withdrawn. You should communicate the withdrawal by other means if needed.**

### Procedure

1. Click **document search** on the navigation bar.
2. Optional: To restrict your search to requisitions, select **Requisitions** from the Search box.
3. Enter the requisition name or number and click the **Go** button.



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4. Click the requisition number.

Document Search

Showing 1 - 1 of 1 results

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
678274	Requisitions	Sally Shopper	12/3/2011 2:33 PM	STAPLES	42.13 USD

The requisition **Status** displays on the **Requisition Summary** tab. The requisition in this example is in the **Pending** status.

Summary - Requisition 678274

Available Actions:

- Add Comment
- Add Comment
- Add Notes to History
- Withdraw Entire Requisition
- Copy to New Cart

General	Shipping	Billing
Status: Pending	Ship To: Roger Requestor	Bill To: Connors State College

- Optional: Click the **PR Approvals** tab if you would like to review the approval path.
- Select **Withdraw Entire Requisition** from the **Available Actions** list.
- Click the **Go** button.

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- In the **Withdraw Entire Requisition** box, enter the withdrawal reason and click the **Withdraw Enter Requisition** button.

**Withdraw Entire Requisition** ?

Once a PR or line is withdrawn, it cannot be reinstated. Click OK to withdraw, or Cancel to leave the PR unchanged.

PR Withdrawal Reason

This order is no longer required

968 characters remaining [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.

[Withdraw Entire Requisition](#) [Cancel](#)

- The **Status** on the **Requisition Summary** page is updated to **Withdrawn**.

Roger Requestor profile | logout

Select Draft Cart or Add Item to Cart

Search for Catalog No. (SKU)  [Go](#)

home/shop | favorites | forms | carts | history | document search | settlement | more >> | AAA

search exports

Available Actions: [Add Comment](#) [Go](#)

**Requisition** PR Approvals Comments (1) Attachments History

**Summary** Shipping Billing Accounting Codes Supplier Info Taxes/S&H

Hide header Hide value descriptions

General	Shipping	Billing
<b>Status</b> ← Withdrawn (12/3/2011 2:45 PM)	<b>Ship To</b>	<b>Bill To</b>
Submitted 12/3/2011 2:33 PM	Attn: Roger Requestor	Connors State College
Cart Name Training Sample 1	Room	Accounts Payable
Description no value	Dept AAD0320 - FINANCIAL INFORMATION	918-463-6329
Requestor Roger Requestor	MANAGEMENT	Rt 1 Box 1000
Priority Normal	Adair Cnty Ext Office	Warner, OK 74469
Shopper Sally Shopper	220 W Division St Crthse Basement	United States
Contract # no value	Stilwell, OK 74960	
Campus Code PS	United States	<b>Billing Options</b>
Panhandle State	<b>Delivery Options</b>	Accounting Date 12/3/2011
	Req Delivery no value	

*You have successfully withdrawn a requisition from workflow.*

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### Alternate Navigation

The procedure in this guide illustrates how to search for requisitions: You can also locate requisitions with the following navigation:

- A. Go to the **carts** ⇒ **my requisitions**.

Status	Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
✓	672514	A. Daigger & Co.	2011-11-21 roger_requestor 02	Requestor, Roger	11/21/2011 3:22 PM	100.00 USD
✓	672511	A. Daigger & Co.	2011-11-21 roger_requestor 01	Requestor, Roger	11/21/2011 3:11 PM	100.00 USD
🔄	669002	A. Daigger & Co.	new cart for smith lab	Requestor, Roger	11/18/2011 8:50 AM	100.00 USD

- B. From the OK Corral homepage, go to **Action Items** ⇒ **My Orders** and click **Requisitions Pending**.

**Action Items**

- My Orders
  - Requisitions Pending (1)**
  - Recently Completed (2)
- Purchase Orders