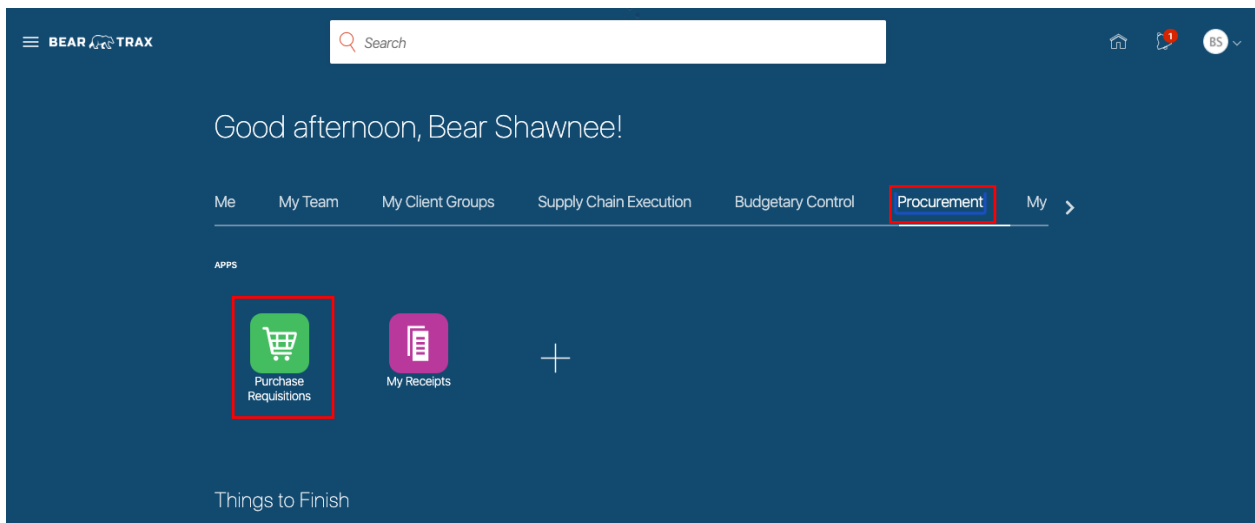


Procurement: Withdraw a Requisition

For employees needing to withdraw a requisition

- Purpose:** Withdraw a requisition.
- How to Access:** Log into the [Bear Trax](#) application and select the **Procurement** task in the Navigator.
- Helpful Hints:** Be sure to keep in mind that...
- You can use this to withdraw, edit and resubmit any requisitions
 - You can only withdraw if requisition is in "Pending Approval" status
 - If you need to completely remove a requisition that has yet to be approved, refer to the Cancel a Requisition job aid
- Procedure:** Complete the following steps to withdraw a requisition:

1. Click on the **Purchase Requisitions** icon.



2. Highlight the requisition line to withdraw and/or edit.

My Requisitions

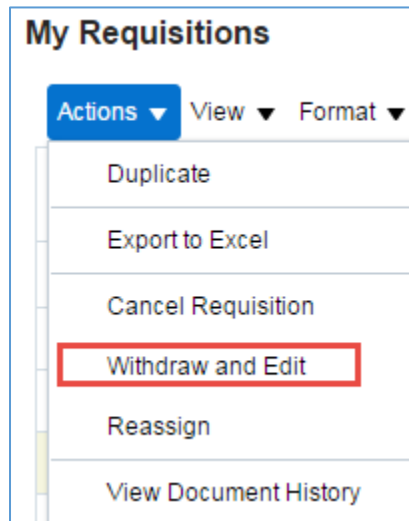
Actions View Format Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ100337	Goods	4/17/17	0.00	Canceled	Not reserved	
REQ100326	2nd Skin Hydrogel Bandage 1x1" Blue 200jr	4/14/17	191.94 USD	Pending approval	Not reserved	
REQ100323	Goods	4/13/17	850.00 USD	Pending approval	Not reserved	
REQ100263	Goods	4/3/17	50.00 USD	Pending approval	Not reserved	
REQ100253	LOBBY BROOM - ANGLED WITH HANDLE	3/29/17	153.67 USD	Approved	Reserved	

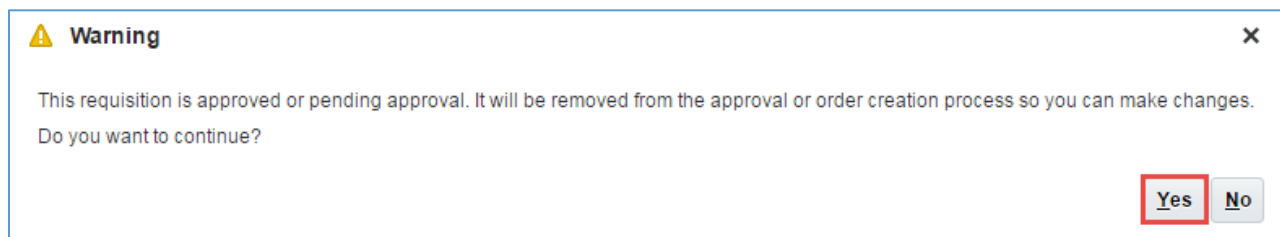
Note: Only requisitions that are **Pending Approval** may be withdrawn.

Status Pending approval

3. Click the **Actions** drop-down menu and select **Withdraw and Edit**.



4. When **Withdraw and Edit** is selected, a warning will appear. Click **Yes**.



The **Category Name** and **Supplier** may be updated by selecting **Withdraw and Edit** from the **Actions** menu under Requisition Lines. Various other fields may be edited as well.

5. Make any necessary changes, then click **Submit**.

Edit Requisition: REQ100263 Shop Check Funds Manage Approvals View PDF Save Submit

Requisitioning BU: Shawnee State University BU
 Procurement Card: XXXXXXXX2145
 Requisition Amount: 50.00 USD
 * Description: Goods
 Justification:
 Approval Amount: 50.00 USD
 Overriding Approver:
 Funds Status: Not reserved
 Attachments: None +

Requisition Lines

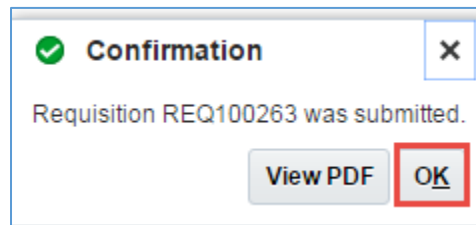
Actions View Format Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM	Price	Amount (USD)	Funds Status	Delete
1	Goods	Miscellaneous	1	Cubic Inch	50.00 USD	50.00	Not reserved	X
Total						50.00		

Rows Selected: 1 Columns Hidden: 8

Line 1: Details

6. A confirmation message will appear. Click **OK**.



7. The Requisition will display as **Pending Approval**.

Final Notes

By following these steps, you have successfully withdrawn a requisition, made changes, and resubmitted it for approval.