Procurement: Withdraw a Requisition

For employees needing to withdraw a requisition

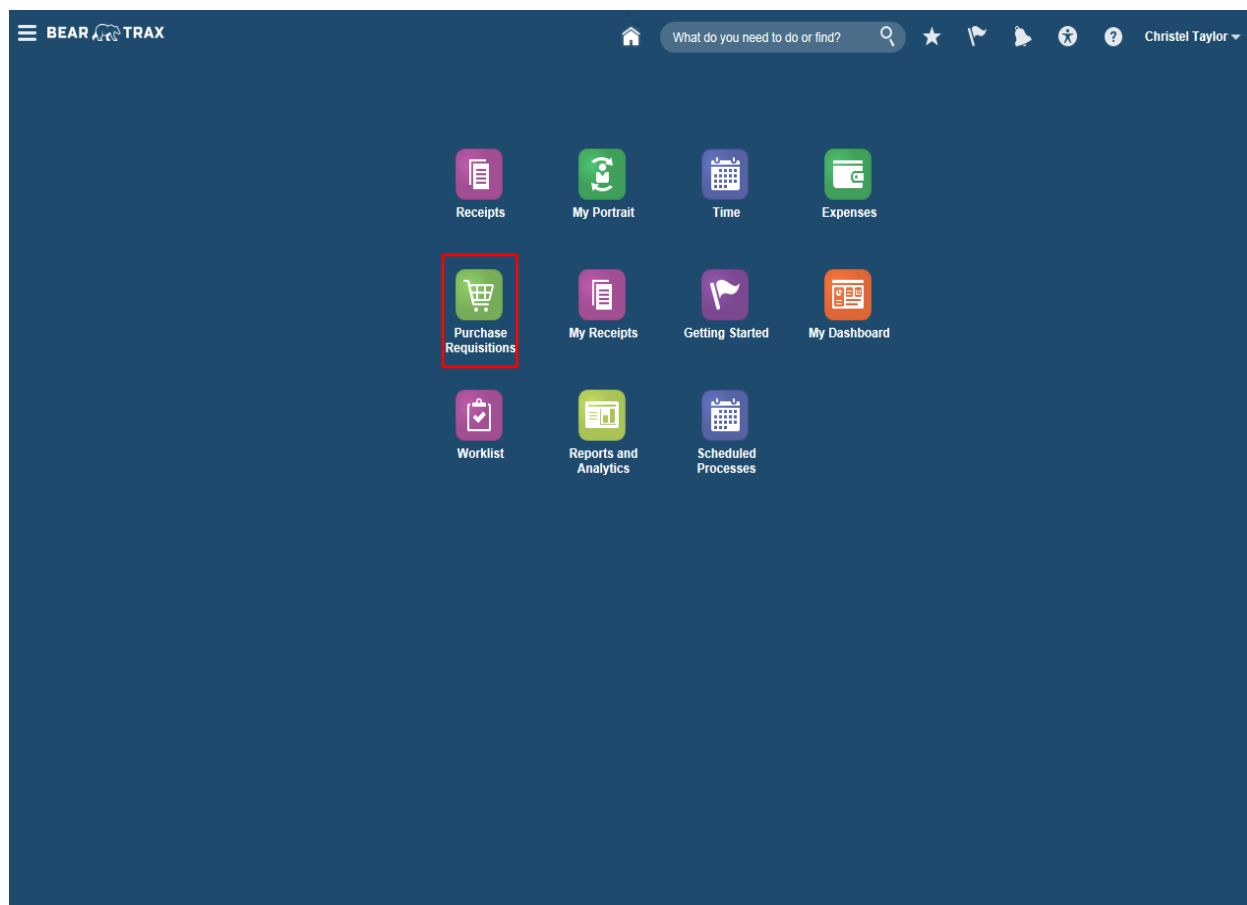|	
Purpose:	Withdraw a requisition.
How to Access:	Log into the Bear Trax application and select the **Procurement** task in the Navigator.
Helpful Hints:	Be sure to keep in mind that… - You can use this to withdraw, edit and resubmit any requisitions - You can only withdraw if requisition is in "Pending 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.

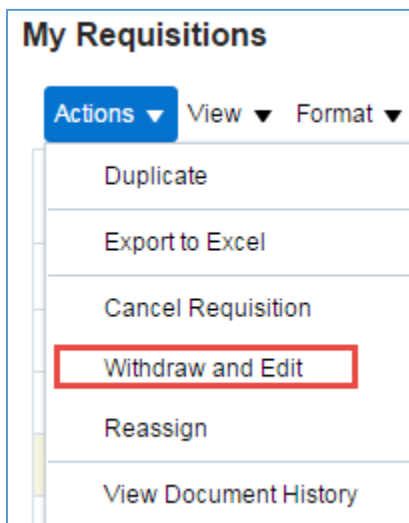**2.** Highlight the requisition line to withdraw and/or edit.

Note: Only requisitions that are **Pending Approval** may be withdrawn.

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.**

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By following these steps, you have successfully withdrawn a requisition, made changes, and resubmitted it for approval.