

Procurement: Withdraw a Requisition

For employees needing to withdraw a requisition

Purpose: Withdraw a requisition.

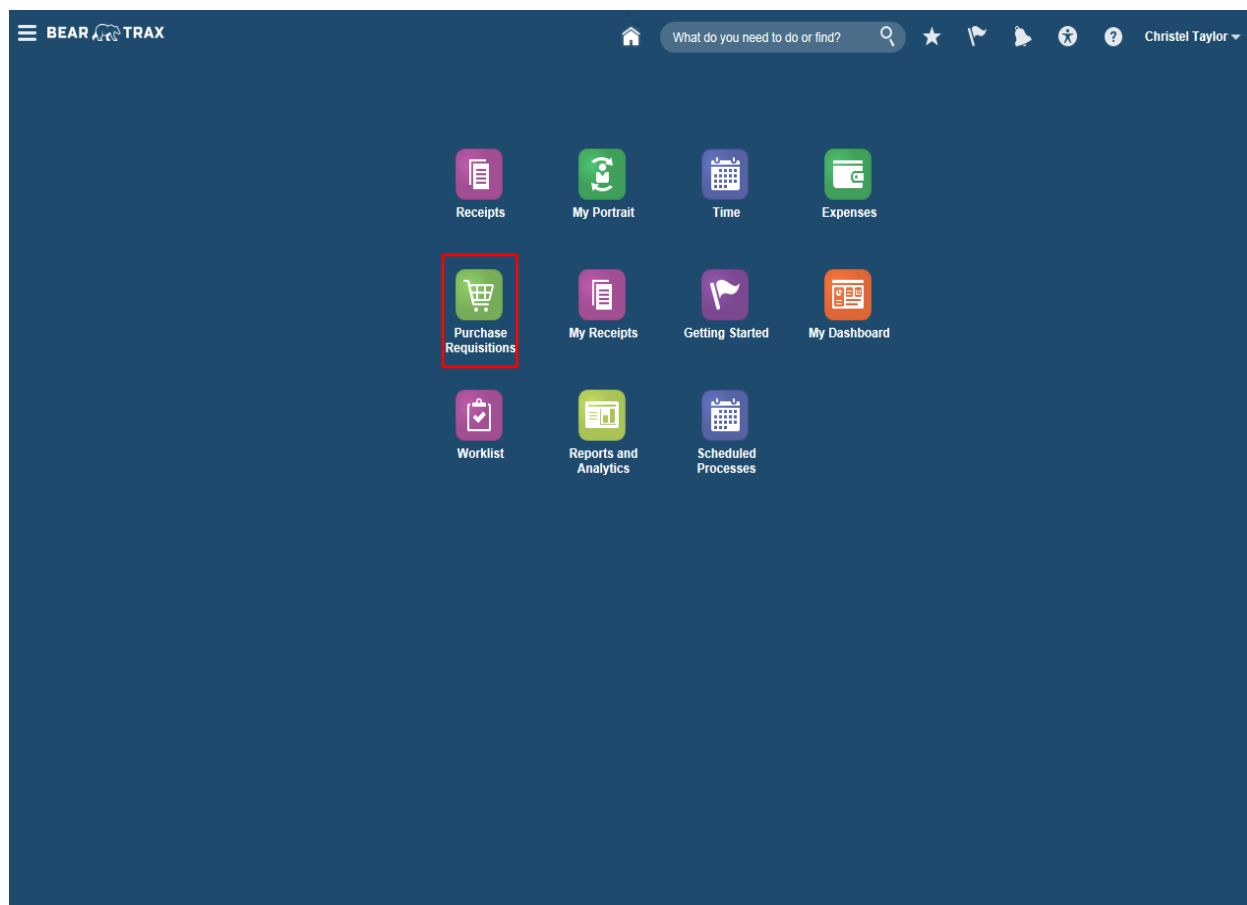
How to Access: Log into the [Bear Trax](#) application and select the **Procurement** task in the Navigator.

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

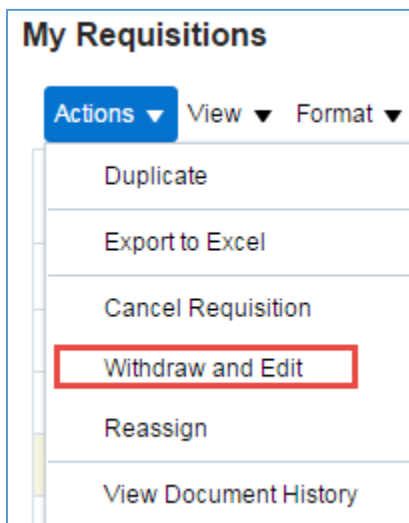
Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

	Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
1	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Note: Only requisitions that are **Pending Approval** may be withdrawn.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**.


Warning
×

This requisition is approved or pending approval. It will be removed from the approval or order creation process so you can make changes. Do you want to continue?

Yes
No

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

Requisitioning BU: Shawnee State University BU

Procurement Card: XXXXXXXX2145

* Description: Goods

Justification:

Overriding Approver:

Requisition Amount: 50.00 USD

Approval Amount: 50.00 USD

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**.

Confirmation

Requisition REQ100263 was submitted.

View PDF **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.