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.

![Bear Trax Application](image)

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

![My Requisitions](image)
Note: Only requisitions that are **Pending Approval** may be withdrawn.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By following these steps, you have successfully withdrawn a requisition, made changes, and resubmitted it for approval.