

JOB AID – WITHDRAW REQUISITION/COPY TO NEW CART

After you submit a Requisition, it cannot be edited. If your order is in approval and you need to cancel it, you can withdraw the Requisition. If your order is in approval and you need to make a change to your order, you will need to withdraw your Requisition, copy it to a new cart, make the adjustment, and re-submit your order.

NOTE: You can add an attachment to your order via Comments without withdrawing the Requisition.

- 1) Open your Requisition.

- 2) From the “Available Actions” drop-down menu, select “Withdraw Entire Requisition”. Enter the reason why you are withdrawing it.

- 3) Your Requisition should now be Withdrawn (canceled). If you need to revise and re-submit your order, continue with the next steps.

- 4) From the “Available Actions” drop-down menu select “Copy to New Cart”. This will copy over your order and all attachments to a brand new cart.

- 5) Make the required revisions to your order and submit. Your order will be assigned a new Requisition#.