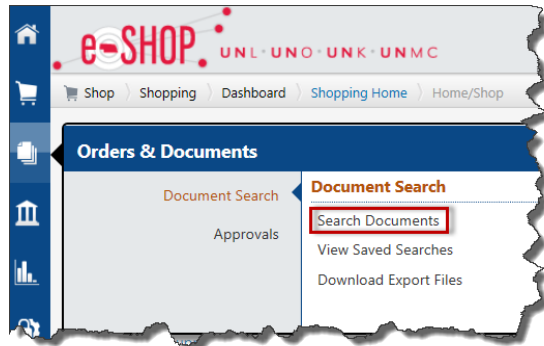


# Requisition – Withdraw or Cancel

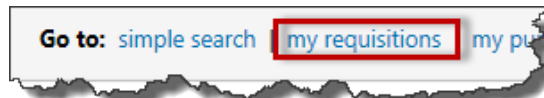
Once you have assigned a cart in eSHOP, you may need to withdraw or cancel the requisition.

For example, you recently submitted a cart for approval but realized you want to confirm the quantity of the items needed before submitting the order. So you want to cancel the order for now. This function is called “withdraw.”

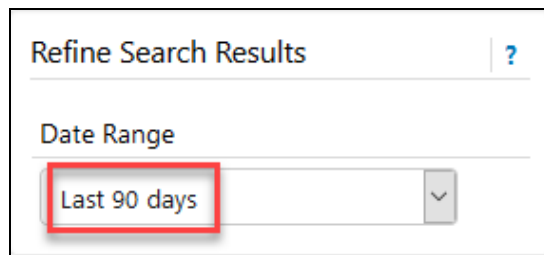
From the Orders & Documents icon, select Search Documents.



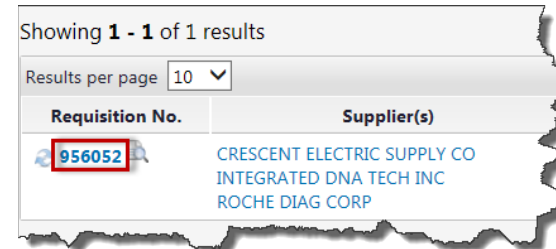
Click on My Requisitions.



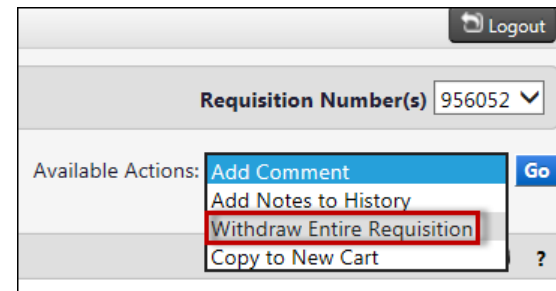
**Note:** the list will only display the last 90 days. To view older requisitions, change the Date Range on the left side dropdown menu.



Open up the requisition you need to withdraw by clicking on the requisition number.



Once the requisition is open, you can go to the drop-down list at the top right of the page and select ‘*withdraw entire requisition*’ from the list of available actions.



Then click the Go button. Enter a reason for withdrawing the requisition and click on ‘Withdraw Entire Requisition.’ **Note: you cannot withdraw a requisition that has completed workflow and become a PO.**

