

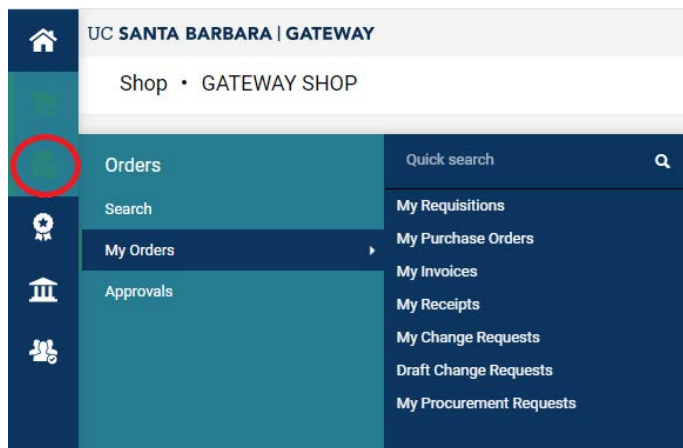
How To Withdraw

A Requisition In

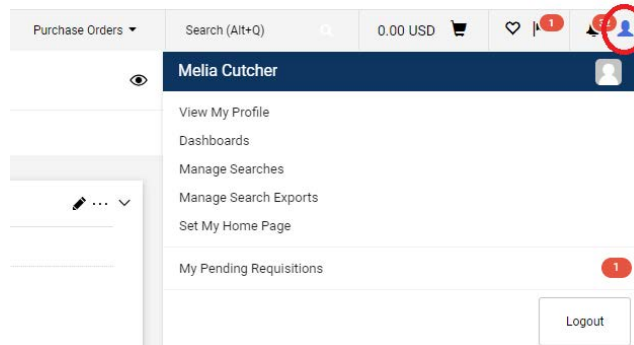
Gateway



- Access the requisition either by searching through Document Search or by using the quick links provided by clicking the user's name at the top of the screen. This provides a listing of the orders pending and complete in the last 90 days.
 - Document Search can be accessed by clicking the paper icon on the left hand side of the screen and hovering over "My Orders." From there, you'll be able to select "My Requisitions" to view your pending orders.



- The quick search can be found by clicking the user icon on the top right hand side of the screen. Selecting "My Pending Requisitions" will take you to all your pending requisitions.



- Once on the requisition, access the available actions drop-down in the upper right corner. Select "Withdraw Entire Requisition." A box will then pop up to provide a reason for the withdrawal. Once that is added, hit OK.

