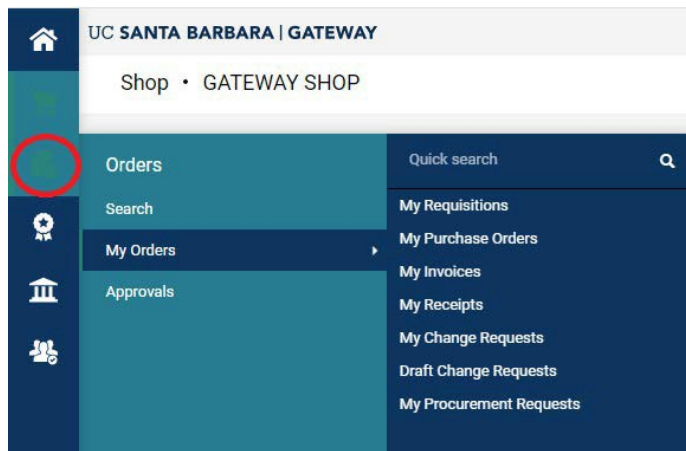
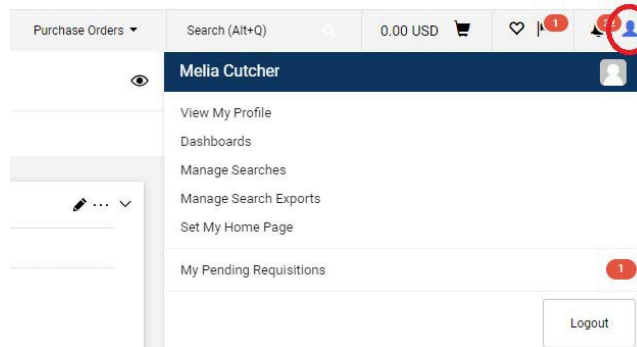


How to Withdraw a Requisition

- 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 upper right-hand side of the screen. Selecting **My Pending Requisitions** will take you to all your pending requisitions.



- Click on the requisition number to be directed to the requisition summary page. 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**.

