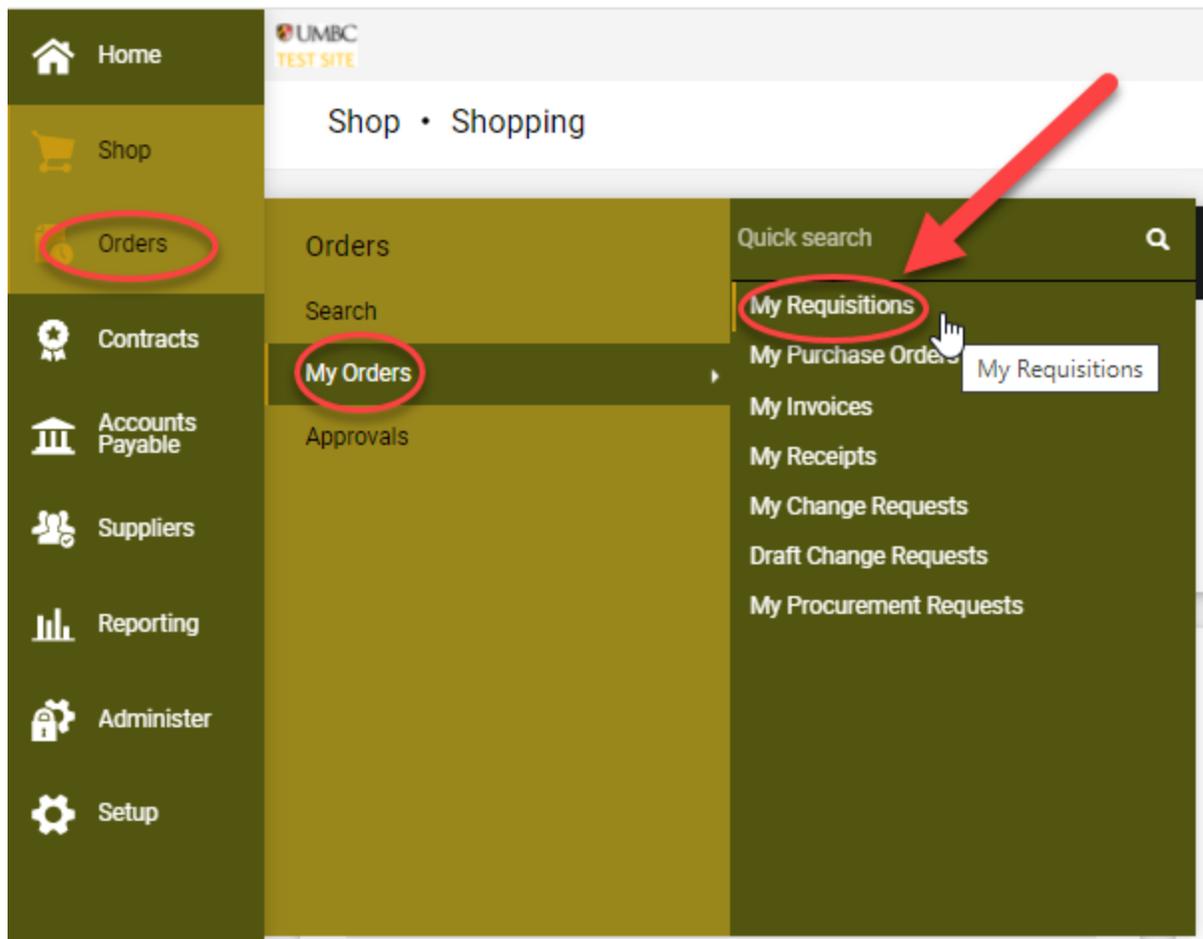


Withdrawing Requisitions from Workflow

Note: Withdrawn requisitions cannot be reinstated! If you need to make changes to a requisition that is currently in workflow, ask the Approver to return the requisition for edits instead of withdrawing it.

1. If you need to withdraw a requisition, find the requisition at the bottom right of your home page or by performing a search or going to **Orders -> My Orders -> My requisitions**.



2. Select the requisition by clicking on the requisition number. Check to see that the status is *Pending* (If the requisition has already been approved, you cannot withdraw it).

My Requisitions

Submitted Date: Last 90 days | Quick search

Prepared For: Espinoza, Rafael

1-24 of 24 Results

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
3393798	BGE	2021-11-08 BT37893 01	Pending	Rafael Espinoza	11/9/2021 4:23:20 PM	4,000.00 USD
3387415	BGE	2021-11-03 BT37893 03	Completed	Rafael Espinoza	11/3/2021 11:10:14 AM	8,888.00 USD

3. Use the Actions dropdown and select **Withdraw Entire Requisition**.

Requisition 3393798

Summary | PO Preview | Comments | Attachments | History

Status: Pending (Department Approval)

Submitted: 11/9/2021 4:23 PM

Cart Name: 2021-11-08 BT37893 01

Description: no value

Priority: Normal

Prepared by: Rafael Espinoza

Multi Invoice PO:

Shipping

Ship To: Contact: R. Espinoza, Univ of MD Baltimore Cnty, 1000 Hilltop Circle, Baltimore, MD 21250, United States

Delivery Options: Expedite (disabled), Ship Via: Best Carrier-Best Way, Requested Delivery Date: no value

Billing

Bill To: Univ of MD Baltimore Cnty, Accounts Payable Dept, 1000 Hilltop Circle, Baltimore, MD 21250, United States

Accounting Codes

Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1	1111	10345	7090200	061	no value	no value
UMBC1		State Support	Office of Procurement	Office & Other Supplies	Institutional Supr - Gen Admin	

Total (4,000.00 USD)

Subtotal: 4,000.00

4,000.00

What's next?

Workflow: Submitted (11/9/2021 4:23 PM, Rafael Espinoza), Start - Parallel Steps, Initial PR Validation (Completed), Wait for Initial PR Validation (Approved)

4. A pop-up window will appear allowing you to enter the reason for the withdrawal.

Withdraw Entire Requisition

⌵

⚠ Once a requisition is withdrawn, it cannot be reinstated. Click OK to withdraw, or CANCEL to leave the requisition unchanged.

Reason

ENTER EXPLANATION HERE

978 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

OK Cancel

Account Prog Fin Project