## Purchasing – Withdrawing & Editing a Requisition

For employees withdrawing and/or editing a purchase requisition.

Purpose:	Withdraw and edit a submitted purchase requisition.
How to Access:	Log into the Stratus application. Select the <b>Procurement</b> task in the Navigator.
Helpful Hints:	<ul><li>Be sure to keep in mind that</li><li>Supporting documents and other necessary information can be attached.</li></ul>
Procedure:	Complete the following steps to withdraw and edit a purchase requisition:

1. Select **Procurement Module** using the hamburger menu or the sliding task bar in the center of the screen.



2. Click on the **Purchase Requisitions** Icon.





3. On the Purchase Requisitions page, use **Recent Requisitions** or **Manage Requisitions** to locate the requisition you wish to edit. If the requisition you want to edit is pending approval, you must use the **Withdraw and Edit** process.

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Requisitions ⑦		More Tasks 👻 Manage Requ	isitions Shopping Lists	₩ 0
Shop by Category - Search		९	Request	ter Jeffery Sutton 🧨
Recent Requisitions View More	Recent Purchases			View More
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REQ0000111         Please provide the information requ         Pending approval           REQ0000110         Independent contractor to help with         Pending approval	Demo requisition for approval	Demo requisition for rejection.	Demo requisition for receiving.	te 🔉
REQ0000109 Demo requisition Pending approval				

4. When the requisition opens, use the Actions button in the upper right corner to select **Withdraw and Edit**.

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- Line 1: Details
- 5. The system will return a warning that the requisition will be removed from the approval process. Click **Yes** to proceed.

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6. The requisition will open for edit. You can change the price, distribution, and add attachments and/or comments as needed.

## Purchasing – Withdrawing & Editing a Requisition

Edit Requisi	tion: REQ0000118 ⑦				Shop	Check Funds	Manage Approvals	/iew PDF	Save Submit
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7. Once you have made your changes you can use the buttons in the upper right corner to **Check Funds**, **Save and Close** (by clicking the arrow next to **Save**), or **Submit** the requisition.

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**NOTE:** If there are no funds available for the requisition you submit, a box will indicate that, and you will have the option to request an override.