

Step-by-Step Guide

Withdrawing Requisitions from Workflow

In This Guide

Shopping carts become requisitions when they are submitted within CU Marketplace. You may want to withdraw a requisition from workflow if the order is no longer needed and the requisition should be cancelled.

Requisitions that total \$5,000 or less – that don't include Payment Vouchers (PVs) – are quickly and automatically turned into Purchase Orders (POs). They are not able to be withdrawn from workflow. However, requisitions that total over \$5,000 or that include PVs enter the approval workflow and can be withdrawn.

Note: Email notifications will not be sent when a requisition has been withdrawn.

This guide discusses:

- ✓ Withdrawing requisitions from workflow

Withdrawn requisitions cannot be reinstated!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.

Procedure

1. Begin by accessing CU Marketplace via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.
2. Locate the requisition. If needed, refer to the Step-by-Step Guide [Searching for Requisitions](#) for further guidance.
3. Open the requisition by clicking its number.
4. Verify the requisition's status is *Pending*. (The **Status** displays on the **Requisition Summary** tab.)

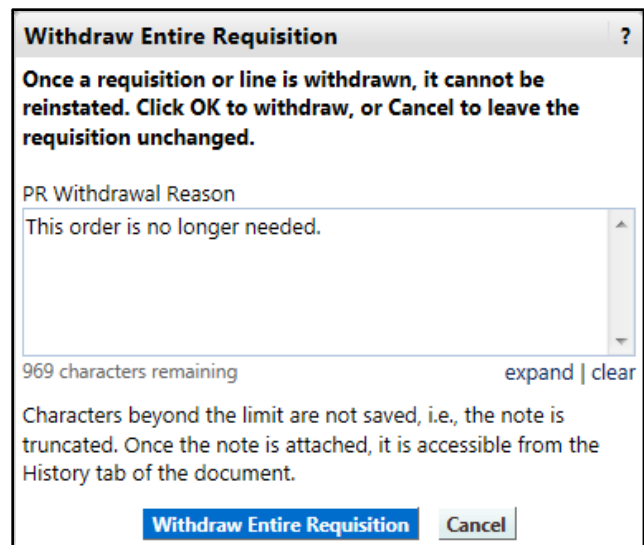
The screenshot shows the CU Marketplace interface. At the top, the user is logged in as Heather Hoyer. The main navigation bar includes 'Orders & Documents', 'Document Search', and 'Search Documents'. The current view is 'Summary - Requisition 1056875'. The 'Requisition' tab is selected, and the 'Summary' sub-tab is active. The requisition details are displayed in a table with columns for 'General', 'Shipping', and 'Bill To'. The 'Status' is 'Pending'. The 'Available Actions' dropdown menu is open, showing options like 'Add Comment', 'Add Notes to History', 'Assign to myself', 'Approve/complete step & show next', 'Approve/complete step', 'Withdraw Entire Requisition' (highlighted with a red box), and 'Copy to new edit'.

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5. Use the **Available Actions** dropdown menu to select *Withdraw Entire Requisition*.
6. Click the **Go** button.

7. The **Withdraw Entire Requisition** pop-up window appears. Enter the reason for the withdrawal and click the **Withdraw Entire Requisition** button.



Withdraw Entire Requisition ?

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

PR Withdrawal Reason

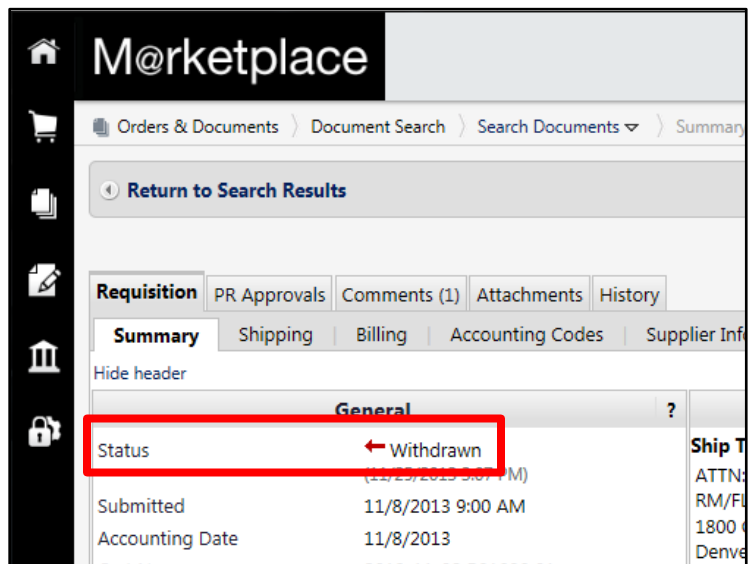
This order is no longer needed.

969 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.

Withdraw Entire Requisition Cancel

8. The **Status** on the **Requisition Summary** page is updated to *Withdrawn*.



Marketplace

Orders & Documents > Document Search > Search Documents > Summary

Return to Search Results

Requisition PR Approvals Comments (1) Attachments History

Summary Shipping Billing Accounting Codes Supplier Info

Hide header

General		?
Status	← Withdrawn	Ship T
Submitted	11/8/2013 9:00 AM	ATTN:
Accounting Date	11/8/2013	RM/FL
Cost Name	2013-11-08-001030-01	1800
		Denve