

CU Marketplace How-to: Withdrawing Requisitions from Workflow ^[1]

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 \$10,000 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 They are not able to be withdrawn from workflow. However, requisitions that total over \$10,000 or that include PVs enter the approval workflow and can be withdrawn.

Note: Email notifications will not be sent when a requisition has been withdrawn.

Withdrawn requisitions cannot be reinstated!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.

Read the procedures

1. Locate the requisition. If needed, refer to [Searching for Requisitions](#) ^[2] for further guidance.
2. Open the requisition by clicking its number.
3. Verify the requisition's status is *Pending*. (The **Status** displays on the **Requisition Summary** tab.)
4. Use the **Available Actions** dropdown menu (located next to the document/Requisition number) to select *Withdraw Entire Requisition*.
5. The **Withdraw Entire Requisition** pop-up window appears. Enter the reason for the withdrawal and click **OK**.
6. The **Status** on the **Requisition Summary** page is updated to *Withdrawn*.

Source URL: <https://www.cu.edu/psc/cu-marketplace-how-withdrawing-requisitions-workflow>

Links

[1] <https://www.cu.edu/psc/cu-marketplace-how-withdrawing-requisitions-workflow>

[2] <https://www.cu.edu/psc/cu-marketplace-how-searching-requisitions-within-cu-marketplace>