

## **CU Marketplace How-to: Withdrawing Requisitions from Workflow** <sup>[1]</sup>

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.

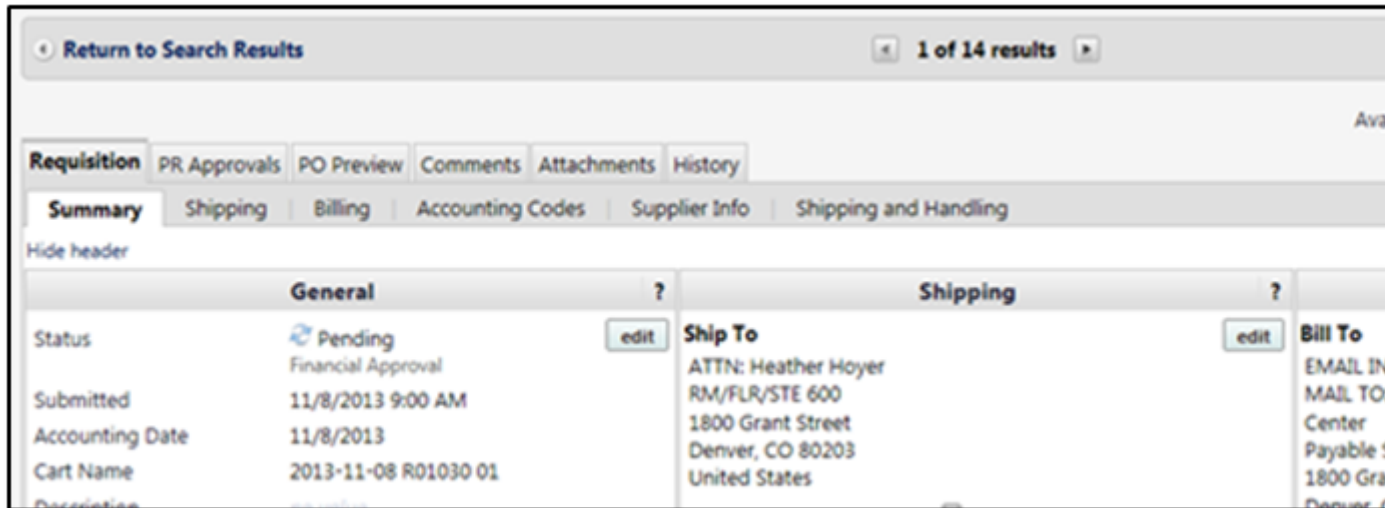
Requisitions that total \$10,000 or less – that don't include Payment Vouchers (PVs) – are quickly and automatically turned into Purchase Orders (POs). They are not able to be withdrawn from workflow. However, requisitions that total over \$10,000 or that include PVs enter the approval workflow and can be withdrawn.

Note: Email notifications will not be sent when a requisition has been withdrawn.

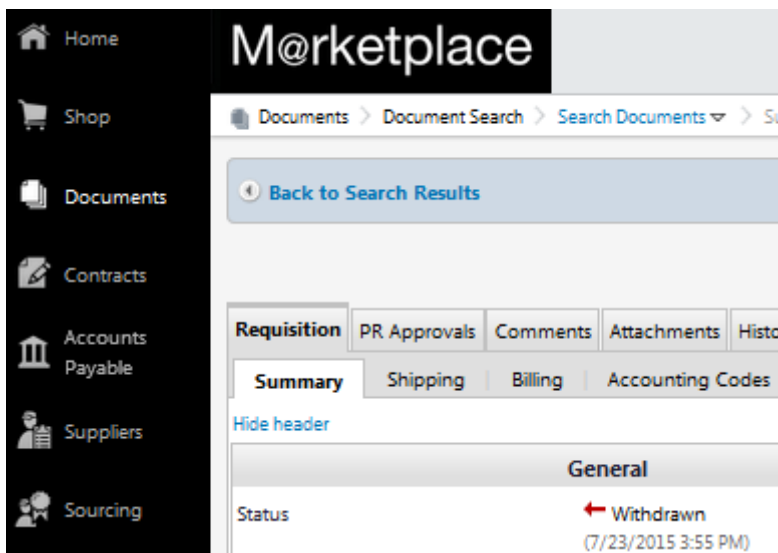
**Withdrawn requisitions cannot be reinstated!** If you need to make changes to a requisition that is currently in workflow, ask the Approver to return the requisition for edits instead of withdrawing it.

### **Read the procedures**

1. Locate the requisition. If needed, refer to [Searching for Requisitions](#) <sup>[2]</sup> 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 to select *Withdraw Entire Requisition*.
5. Click **Go**.
6. The **Withdraw Entire Requisition** pop-up window appears. Enter the reason for the withdrawal and click **Withdraw Entire Requisition**.
7. The **Status** on the **Requisition Summary** page is updated to *Withdrawn*.



Have a question or feedback?

[Questions & Feedback](#) <sup>[3]</sup>

## Feedback or Question \*

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Your Email Address

Submit

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**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>
- [3] <https://www.cu.edu/controller/forms/questions-feedback-0>