



## How to Withdraw a Requisition

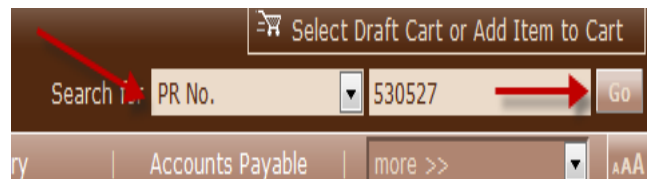
It is possible to Withdraw a Requisition in the PantherExpress System. This can only be done before the PO is created. Often times we find that an incorrect (valid) account number was used for an order, the incorrect delivery address or an incorrect item was placed

### Withdraw a Requisition

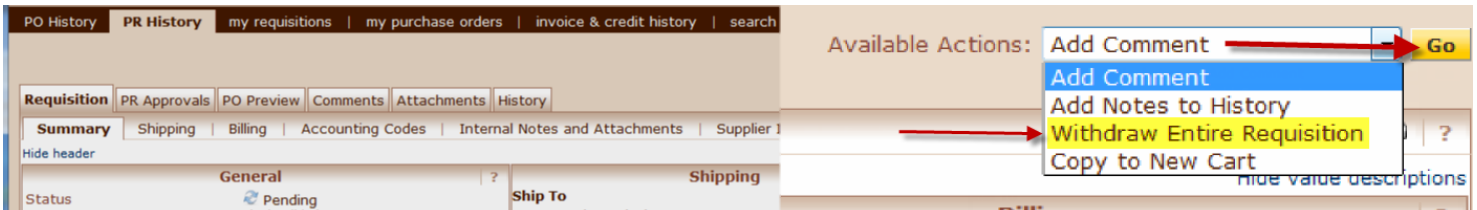
When placing an order, always be sure to copy your requisition number. In order to withdraw the requisition, you must have the requisition number.

1. Navigate to the requisition that requires corrections
  - A. You can navigate to the requisition directly from the requisition submission page OR
  - B. Type the requisition number in the search field of the PantherExpress home page

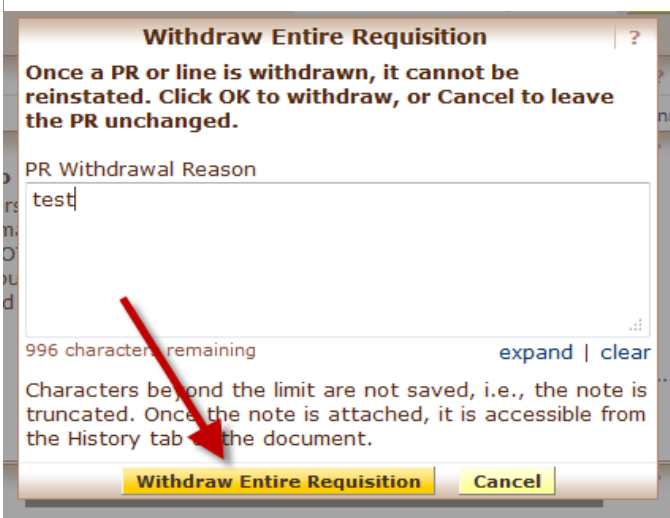
Requisition number	615418 <a href="#">view</a> ←
Requisition status	Pending
Requisition name	2011-08-01 deisel 01
Requisition date	8/3/2011
Requisition total	65.56 USD
Number of line items	2



2. At the upper right hand side of the requisition page, go to **Available Actions**. Click on the drop down arrow and select **Withdraw Entire Requisition**
3. Click **GO**



4. After you click on **go**, you will receive a pop up box. Type in the reason you are withdrawing the requisition and click on **Withdraw Entire Requisition**



Once you have clicked *Withdraw Entire Requisition*

1. The requisition will be available in your draft carts folder to be edited and resubmitted OR
2. If the requisition has already become a PO, you will receive notification that the requisition can no longer be withdrawn

**Note:** if the order is for a punchout supplier, you will have to create a new order. You cannot resubmit requisitions from punchout suppliers.

For shipping or item issues, please contact the supplier to make those changes.

If there is an account number error, please contact your fiscal administrator.

Requisition can no longer be withdrawn