Withdrawing an eRequisition

Original requesters can withdraw a submitted eRequisition to make edits **before** it is fully approved. When an eRequisition is withdrawn, the status of the eRequisition changes from 'Submitted' to 'Composing.' The requester will be prompted to edit the withdrawn eRequisition, view the eRequisition or return to the NC E-Procurement Dashboard. If the user chooses not to edit the requisition, it will remain in the requester's 'My Documents' Portlet with a status of 'Composing.'

1. Locate the eRequisition to be withdrawn by entering the ID number in the **'Search'** Portlet or by looking at a recent list in the **'My Documents'** Portlet. An eRequisition with a status of **'Submitted'** or **'Denied'** can be withdrawn.

2. Click on the **'Title'** or the eRequisition **'ID'** to display the request.

Note: Users must create a change order to edit eRequisitions that have a status of **'Ordered.'** Please see the **'NCAS Integration and Change Order'** Process Guide for further instructions on how to create a change order.

The status of the eRequisition appears in the **'Status'** column of the **'My Documents'** Portlet.

Users may find their eRequisition by entering the eRequisition ID in the **'Search'** Portlet or by clicking directly on the eRequisition ID number in the **'My Documents'** Portlet.

3. Click the **'Withdraw'** button.

4. Click **'OK'** to confirm the withdrawal request.

5. Click **'View the details of the withdrawn request.'**

Note: The requester will be returned to the **'Approval Flow'** tab of the eRequisition where the status of the eRequisition has changed to **'Composing.'** The requester may click **'Delete,'** **'Copy,'** **'Edit,'** **'Submit,'** or **'Print.'**
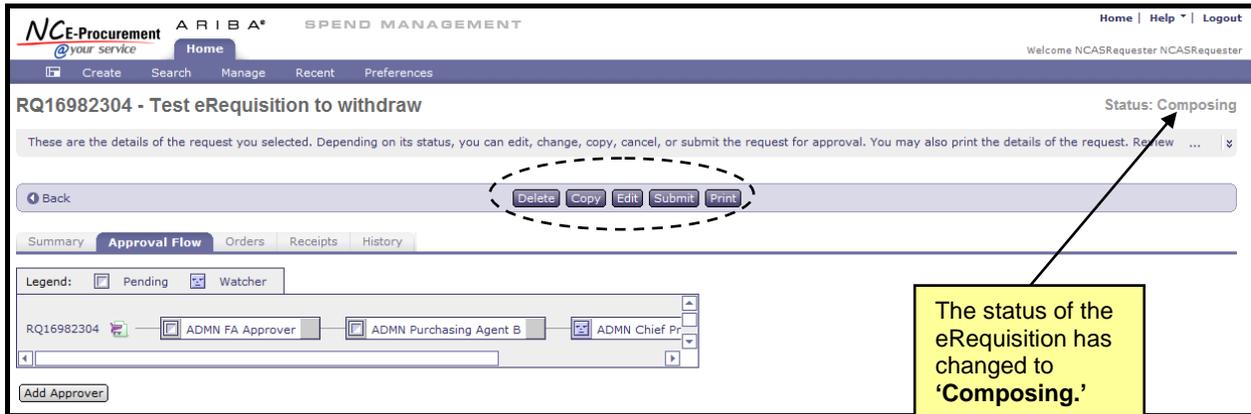
The status of the eRequisition has changed to **'Composing.'**

Note: The status of the eRequisition is also updated in the **'My Documents'** Portlet on the NC E-Procurement Dashboard.
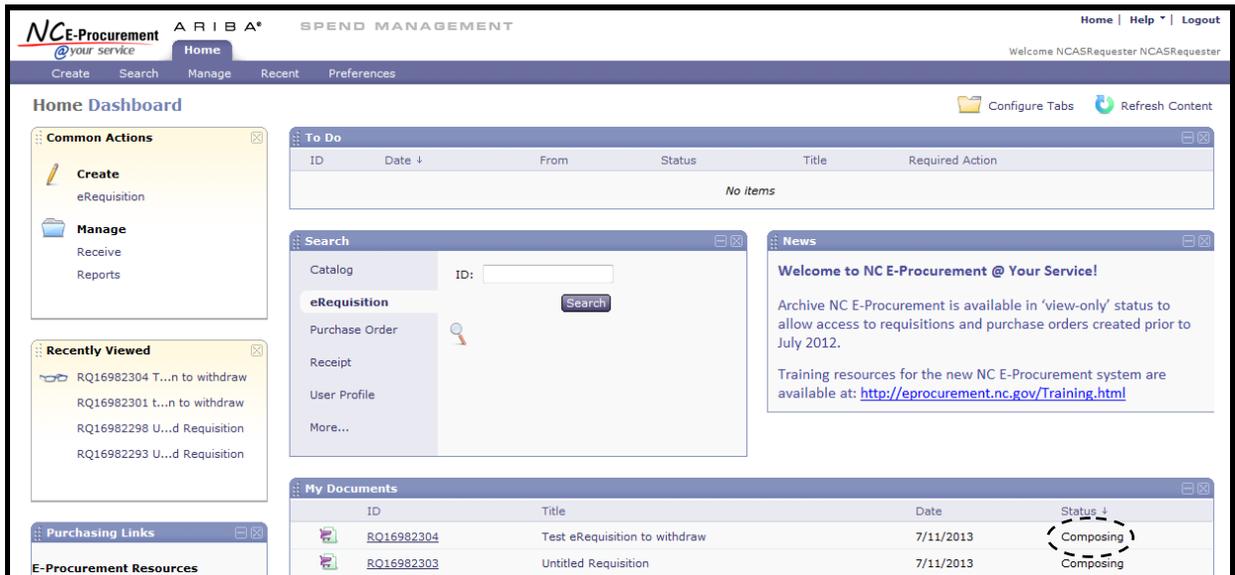
6. Click **'Edit'** to make changes to the eRequisition before re-submitting.

Note: Any individuals in the Approval Flow who approved the eRequisition prior to it being withdrawn may be required to review and approve the modified eRequisition. Additionally, approval flows may change based on changes that were made to the eRequisition.