



## 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 When an eRequisition is withdrawn, the status of the eRequisition changes from 'Submitted' to 'Composing.' The requester will be prompted to edit the withdrawn eRequisition, view the eRequisition or return to the NC E-Procurement Dashboard.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 Locate the eRequisition to be withdrawn by entering the ID number in the **'Search'** Portlet or by looking at a recent list in the **'My Documents'** Portlet. An eRequisition with a status of **'Submitted'** or **'Denied'** can be withdrawn.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 screenshot shows the NCE-Procurement dashboard with the following components:

- Header:** NCE-Procurement @your service, ARIBA, SPEND MANAGEMENT, Home | Help | Logout, Welcome NCASRequester NCASRequester
- Navigation:** Create, Search, Manage, Recent, Preferences
- Home Dashboard:**
  - Common Actions:** Create (eRequisition), Manage (Receive, Reports)
  - Recently Viewed:** RQ16982293 U...d Requisition
  - Purchasing Links:** E-Procurement Resources (NC @ Your Service Portal, Customer Service, Punchout Catalog Availability, Registered Vendor Search, Purchasing Sites of Interest)
- Portlets:**
  - To Do:** Table with columns: ID, Date, From, Status, Title, Required Action. (No items)
  - Search:** Search for eRequisition, Purchase Order, Receipt, User Profile, More... (ID input field)
  - News:** Archive NC E-Procurement is available in 'view-only' status... Training resources for the new NC E-Procurement system are available at: <http://eprocurement.nc.gov/Training.html>
  - My Documents:** Table with columns: ID, Title, Date, Status. (Status column circled)

ID	Title	Date	Status
RQ16982298	Untitled Requisition	7/11/2013	Composing
RQ16982297	Untitled Requisition	7/11/2013	Composing

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



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NC E-Procurement @ your service A R I B A\* SPEND MANAGEMENT Home | Help | Logout  
Welcome NCASRequester NCASRequester

Create Search Manage Recent Preferences

### RQ16982304 - Test eRequisition to withdraw

Status: Pending

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

Back Copy Withdraw Print

Summary Approval Flow Orders Receipts History

Title: Test eRequisition to withdraw  
Pre-Encumbrance Status: Pre Encumbered  
Buying Entity: 13EG  
Transmit To Supplier?   
My Labels: [Apply Label...](#)

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Seminar Lightweight ABS Table, Original ...	B1872-SH-AC	1	each	\$0.00 USD	\$0.00 USD	\$143.00 USD	\$143.00000 USD

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

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Welcome NCAS Requester

Create Search Manage Recent Preferences

### Warning

This request has generated warnings; review the warnings.

Alerts: The Requisition is in the process of withdrawing pre-encumbrance. Please press the OK button to complete the withdraw encumbrance request. Press the Cancel button to cancel the withdraw encumbrance request.

OK Cancel

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

NC E-Procurement @ your service A R I B A\* SPEND MANAGEMENT Home | Help | Logout  
Welcome NCASRequester NCASRequester

Create Search Manage Recent Preferences

### Request Withdrawn

Your request has been withdrawn. Select an action to take with this request.

RQ16982304 - Test eRequisition to withdraw has been withdrawn.

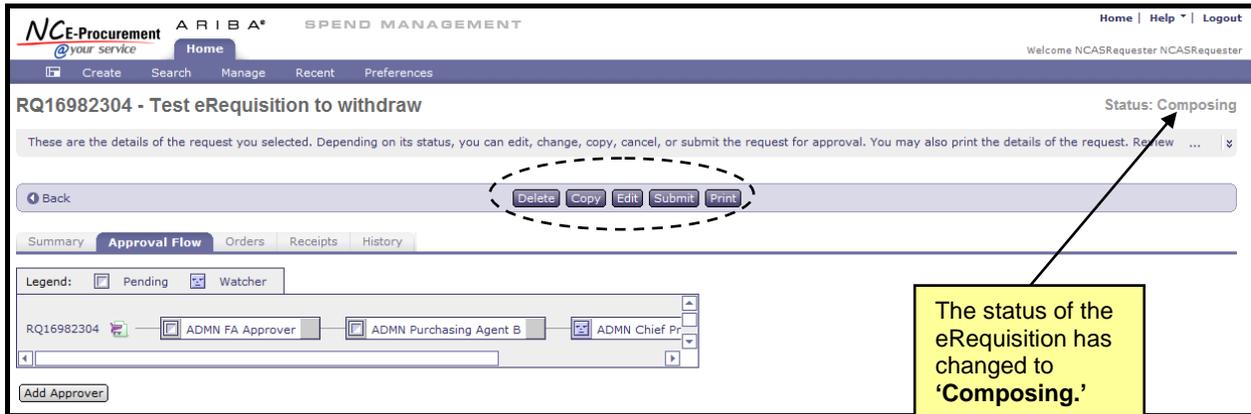
[View the details of the withdrawn request.](#)

- Return to the NC E-Procurement Service [Home](#) Page



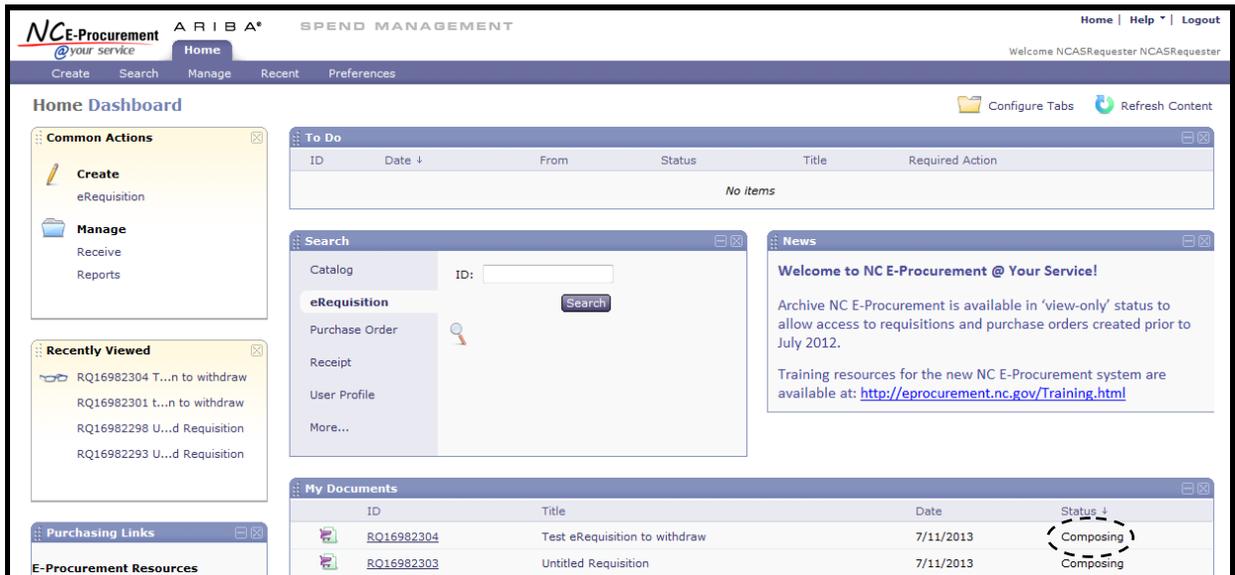
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**Note:** The requester will be returned to the **'Approval Flow'** tab of the eRequisition where the status of the eRequisition has changed to **'Composing.'** The requester may click **'Delete,' 'Copy,' 'Edit,' 'Submit,'** or **'Print.'**



The screenshot shows the 'Approval Flow' tab for requisition RQ16982304. The status is 'Composing'. A dashed oval highlights the 'Delete', 'Copy', 'Edit', 'Submit', and 'Print' buttons. A yellow callout box points to the status with the text: '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.



The screenshot shows the 'Home Dashboard' with several portlets. The 'My Documents' portlet contains a table with the following data:

ID	Title	Date	Status
RQ16982304	Test eRequisition to withdraw	7/11/2013	Composing
RQ16982303	Untitled Requisition	7/11/2013	Composing

The status 'Composing' for the first requisition is circled with a dashed line.



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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.

The screenshot displays the ARIBA Spend Management interface for an eRequisition. The breadcrumb trail is: Home > ARIBA > SPEND MANAGEMENT > Home. The page title is "RQ16982304 - Test eRequisition to withdraw" with a status of "Composing". A navigation bar includes buttons for Back, Delete, Copy, Edit (highlighted with a red circle), Submit, and Print. Below this is a "Summary" tab with sub-tabs for Approval Flow, Orders, Receipts, and History. The summary details are: Title: Test eRequisition to withdraw; Pre-Encumbrance Status: Not Encumbered; Buying Entity: 13EG; Transmit To Supplier? (checked); My Labels: Apply Label... The "Line Items" section shows one item: Seminar Lightweight ABS Table, Original ... with a quantity of 1 and a total cost of \$143.00 USD.

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Seminar Lightweight ABS Table, Original ...	B1872-SH-AC	1	each	\$0.00000 USD	\$0.00000 USD	\$143.00 USD	\$143.00000 USD

Total Cost: \$143.00000 USD