Withdrawing a Requisition

In this Guide

 \checkmark Withdrawing a submitted requisition

Procedure

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Supplier

VWR International

Office Depot

Prepared By

Defourneaux, Patrick

Current Workflow Step

Department Approval 3

Orders

Search

Requisitions

≡ Search Requisitions

Quick Filters My Searches

1. Click on the Profile Icon at the top right. Click My Pending Requisitions.

Submitted Date: All - Quick search

Requisition Number 🔹

1-1 of 1 Results

3363249

Prepared For: Defourneaux, P... \star X Requisition Status: Pending \star X

Supplier

Office Depot 🙂

VWR International [®]

All 🔻 Search (Alt+Q) 2,413.96 USD 📜 ♡ I 尒 Patrick Defourneaux Simple Advanced Ì Go to: Favorit View My Profile Search for products, suppliers, forms, part number, etc Dashboards ſ Manage Searches Q Manage Search Exports Set My Home Page 32 Search Help For A Solution Scientific Supplies My Pending Requisitions հե C2 Ľ 7 My Recently Completed Requisitio Fisher Scientific Millipo 8 My Recently Completed Purchase Orders a; Logout Help WAYAN. ₽ Ľ **USA** IDT abcam

Requisition Name Requisition Status 🔻

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Printer Paper

Search (Alt+Q)

Q 👔 Add Filter 👻 Clear All Filters

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Prepared For

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2. Choose the requisition you want to withdraw.

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C Show More

Revised 11/15/2021	For training inquiries, send an email to: buyuhelp@lsuhsc.edu





2,413.96 USD 📜

🖈 Pin Filters 🛛 👻

Submitted Date 🕤

Patrick Defourneaux 11/10/2021 11:46:24 AM

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🐣 Export All 🛛 👻

🍄 20 Per Page 👻

Total Amount 🛛 🔻

3,534.22 USD

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2.

Guide

Reference

Withdrawing a Requisition

3. Click the drop down at the top right and select Withdraw Entire Requisition.

				All 👻 Se	arch (Alt	+Q) O	2,413.9	USD 📜	♡ 📭 🔺
Requisition • 336324	9 🗸				•	1 of 1	Results 💌	< >	Assign To Myself
Summary Taxes/S&H	PO Preview C	omments 2 Attachments 1	History					Approve	
								Withdraw	Entire Requisition
General		Shipping		Billing	8	¢ ۷		Pend	ing
Status		Ship To		Bill To			Total (3,53	4.22 USD)	`
C Pending Department Approval 3		Patrick Defourneaux		Accounts Payable			Subtotal		3,534.2
Submitted		Rm: 650 Neuroscience Center		433 Bolivar St New Orleans, LA 70112			Shipping		0.0
11/10/2021 11:46 AM		2020 Gravier St New Orleans, LA 70112		United States			Handling		0.0
Cart Name		United States							3,534.2
Printer Paper				Billing Information					
Description no value				SSC Customer #			What's ne	d?	~
no value				no value					C 🖶

- 4. In the resulting pop-up window, enter the reason for withdrawing the requisition in the **Reason** box and click OK.
- 5. The displayed requisition status will be updated to withdrawn.

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equisition • 3363249 👻	Withdraw Entire Requisition	×	1 of 1 Res	ults 👻 < > As	sign To Myself 👻
Summary Taxes/S&H PO Preview Comm	Once a requisition is withdrawn, it cannot be reinstated. or CANCEL to leave the requisition unchanged.	Click OK to withdraw,			
General 💉 ··· S	ni		· ··· v	Pending	
Status S	Reason			Total (3,534.22 USD)	~
C Pending	at			Subtotal	3,534.22
R Submitted		1		Shipping	0.00
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Cart Name U Printer Paper	onaracters beyond the minit are not saved, i.e., the note is th				3,534.22
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Prepared by				Workflow	Ľ 🖶

You have successfully withdrawn a requisition.