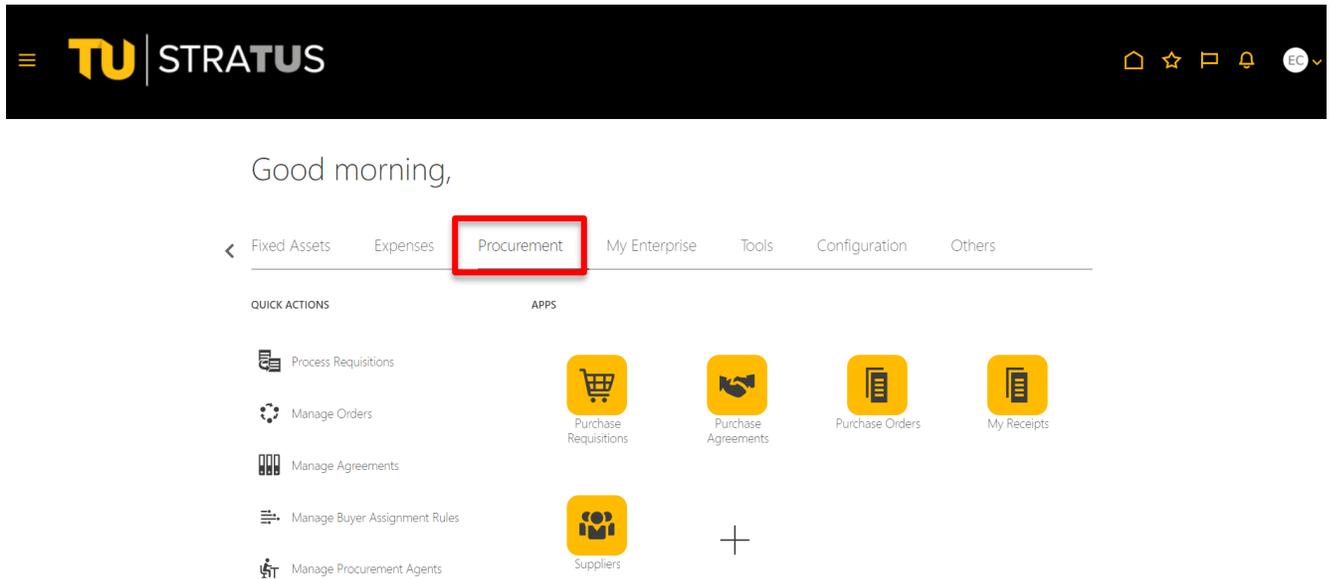


Purchasing – Withdrawing & Editing a Requisition

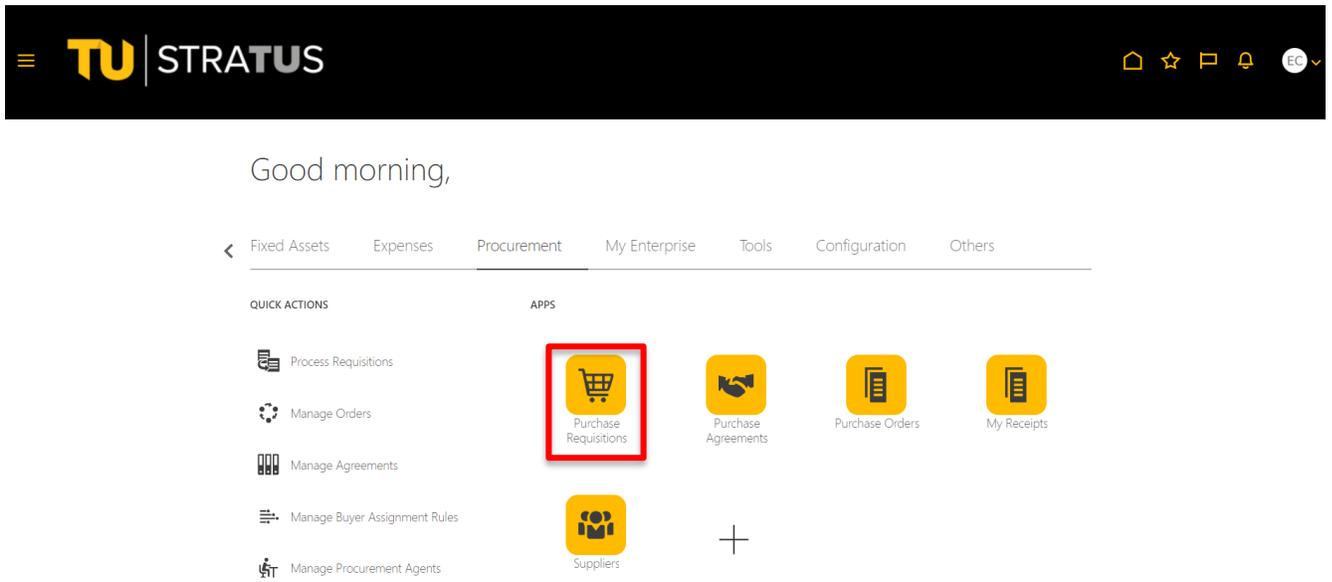
For employees withdrawing and/or editing a purchase requisition.

- Purpose:** Withdraw and edit a submitted purchase requisition.
- How to Access:** Log into the Stratus application. Select the **Procurement** task in the Navigator.
- Helpful Hints:** Be sure to keep in mind that...
- Supporting documents and other necessary information can be attached.
- Procedure:** Complete the following steps to withdraw and edit a purchase requisition:

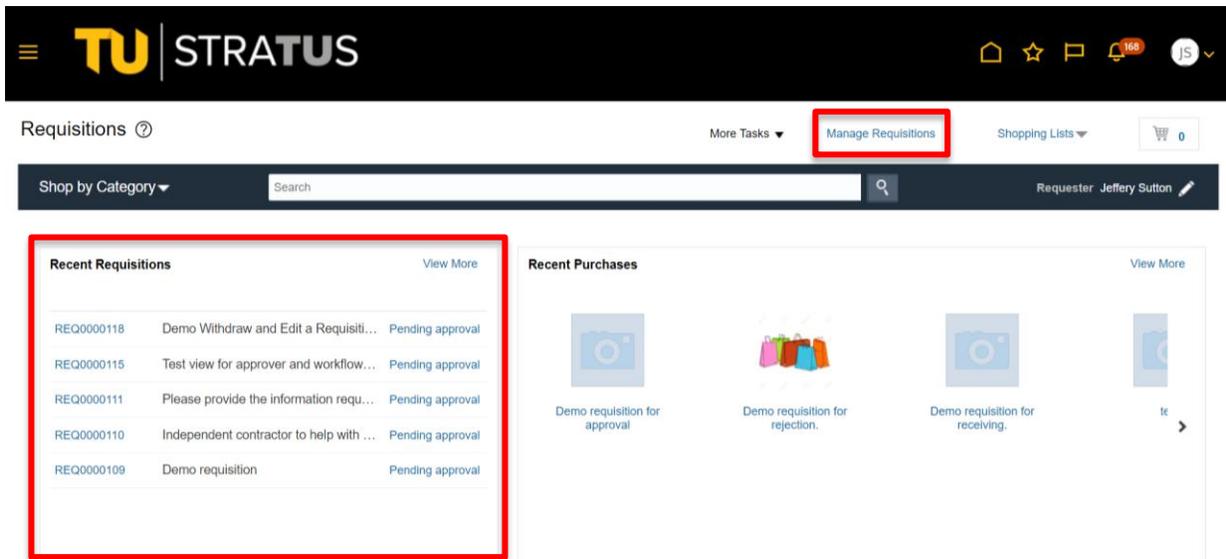
1. Select **Procurement Module** using the hamburger menu or the sliding task bar in the center of the screen.



2. Click on the **Purchase Requisitions** Icon.



- 3. On the Purchase Requisitions page, use **Recent Requisitions** or **Manage Requisitions** to locate the requisition you wish to edit. If the requisition you want to edit is pending approval, you must use the **Withdraw and Edit** process.



- 4. When the requisition opens, use the Actions button in the upper right corner to select **Withdraw and Edit**.

Purchasing – Withdrawing & Editing a Requisition

Requisition: REQ0000118

Check Funds View Life Cycle Actions Done

Requisitioning BU: Towson University
Entered By: Jeffery Sutton
Description: Demo Withdraw and Edit a Requisition.

Creation Date: 4/18/22
Status: Pending approval
Justification: Demo Withdraw and Edit a Requisition

Requisition Amount: 75.00
Approval Amount: 75.00
Funds Status: Reserved
Attachments: Demo Withdraw and Edit a Requisition Quote.docx

Actions: Duplicate, Cancel Requisition, **Withdraw and Edit**, Reassign, View Document History, View PDF

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1		Demo Withdraw...	Services Other Non Auxilli...				75.00	Pending approval	Reserved		

Rows Selected 1 Columns Hidden 13

Line 1: Details

- The system will return a warning that the requisition will be removed from the approval process. Click **Yes** to proceed.

Requisition: REQ0000118

Check Funds View Life Cycle Actions Done

Requisitioning BU: Towson University
Entered By: Jeffery Sutton
Description: Demo Withdraw and Edit a Requisition.

Creation Date: 4/18/22
Requisition Amount: 75.00 USD
Approval Amount: 75.00 USD
Funds Status: Reserved
Attachments: Demo Withdraw and Edit a Requisition Quote.docx

Warning

This requisition is approved or pending approval. It will be removed from the approval or order creation process so you can make changes.
Do you want to continue?

Yes No

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1		Demo Withdraw...	Services Other Non Auxilli...				75.00	Pending approval	Reserved		

Rows Selected 1 Columns Hidden 13

Line 1: Details

- The requisition will open for edit. You can change the price, distribution, and add attachments and/or comments as needed.

Purchasing – Withdrawing & Editing a Requisition

Edit Requisition: REQ0000118

Shop **Check Funds** **Manage Approvals** **View PDF** **Save** **Submit**

Requisitioning BU: Towson University
* Description: Demo Withdraw and Edit a Requisition.
Justification: Demo Withdraw and Edit a Requisition
Requisition Amount: 75.00 USD
Approval Amount: 75.00 USD
Funds Status: Not reserved
Attachments: Demonstration Quote.docx

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions: View, Format, Freeze, Detach, Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	* Amount	Delete
1	Demo Withdraw and Edit a Requisition.	Services Other Non A...				80.00	X
Total						75.00	

Rows Selected 1 Columns Hidden 7

Line 1: Details

Delivery

* Requester: Sutton, Jeffery
* Deliver-to Location: Towson University

- Once you have made your changes you can use the buttons in the upper right corner to **Check Funds**, **Save and Close** (by clicking the arrow next to **Save**), or **Submit** the requisition.

Edit Requisition: REQ0000118

Shop **Check Funds** **Manage Approvals** **View PDF** **Save** **Submit**

Requisitioning BU: Towson University
* Description: Demo Withdraw and Edit a Requisition.
Justification: Demo Withdraw and Edit a Requisition
Requisition Amount: 75.00 USD
Approval Amount: 75.00 USD
Funds Status: Not reserved
Attachments: Demonstration Quote.docx

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions: View, Format, Freeze, Detach, Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	* Amount	Delete
1	Demo Withdraw and Edit a Requisition.	Services Other Non A...				80.00	X
Total						75.00	

Rows Selected 1 Columns Hidden 7

Line 1: Details

Delivery

* Requester: Sutton, Jeffery
* Deliver-to Location: Towson University

NOTE: If there are no funds available for the requisition you submit, a box will indicate that, and you will have the option to request an override.