How to Recall and/or Cancel a Purchase

the process of how to recall and/or cancel a purchase re

If a purchase requisition has been raised (draft requisition) and not submitted, and

Cancel a Purchase Requisition (Requisition must be recalled before it can be cancelled)

1. Under the dropdown arrow at the top left of the requisition, click on **Cancel Requisition**.

2. Provide a reason for the cancellation, then click **OK** to confirm. The requisition will show 'Workflow cancelled' once completed.