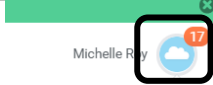
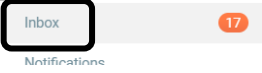

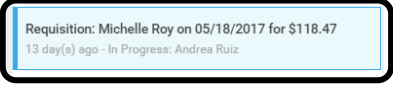
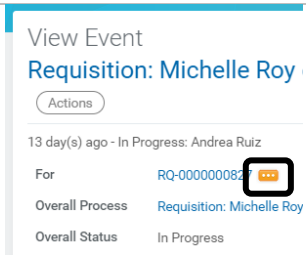




# Withdrawing and Editing a Purchase Requisition in Workday

<http://workday.miami.edu>

Find the Purchase Requisition	
1. Click the cloud icon.	
2. Click <b>Inbox</b> .	
3. Click the <b>Archive</b> tab.	
4. Click the purchase requisition.	
5. Scroll over the requisition number and click the <b>Related Actions</b> icon.	
6. Click <b>Actions</b> .	
7. Scroll over <i>Requisition</i> .	
8. Click <b>Edit</b> .	
The requisition is now withdrawn.	
Edit the Requisition	
9. Changes can be made to the following fields. <ul style="list-style-type: none"> <li>Quantity</li> <li>Unit Cost</li> <li>Ship-To Address</li> <li>Ship-To Contact</li> <li>Deliver-To</li> <li>Program / Grant / Gift / Project</li> <li>Cost Center</li> <li>Additional Worktags.</li> </ul>	
10. Review and <b>Submit</b> .	