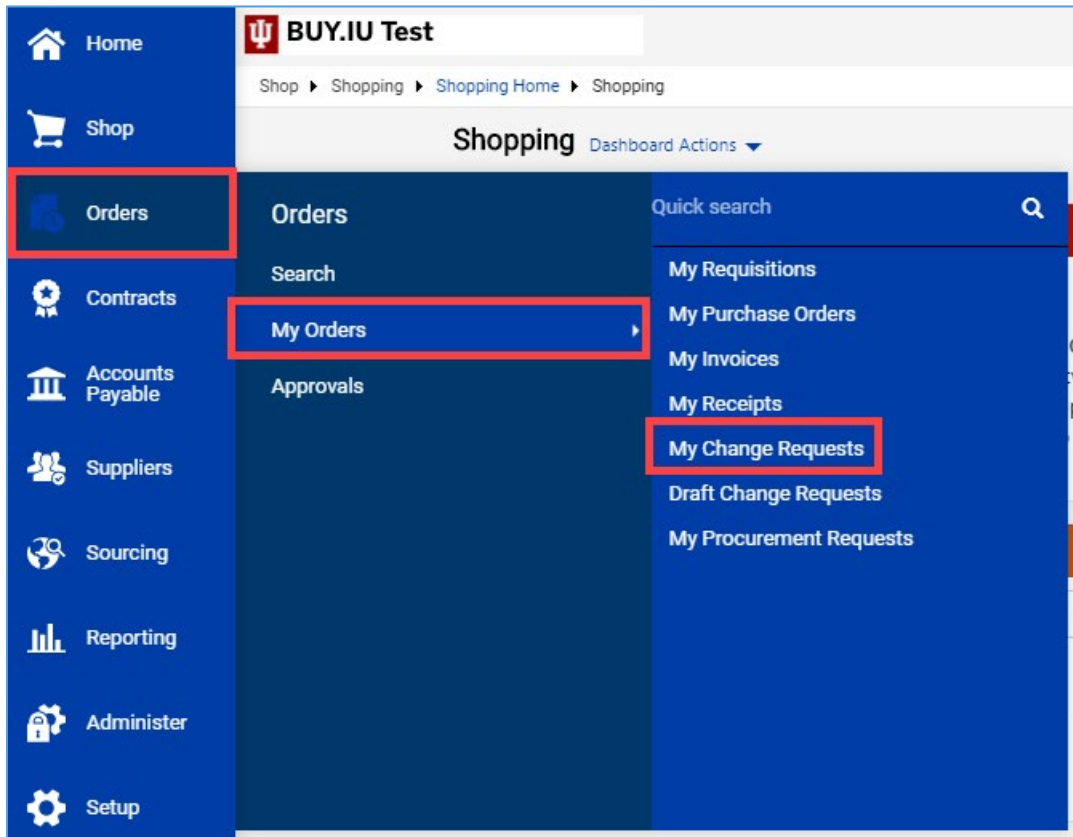


# Withdraw a Change Request

A change request should be withdrawn by the initiator when it is no longer needed, or if an invoice booked against the PO while it was enroute, effectively nullifying the document. Only one change request can be enroute at a time. Nullified or unneeded change requests must be withdrawn before another change request can be submitted.

A change request can only be withdrawn by the user that submitted the request.

To start, locate the change request that needs withdrawn. The easiest way to see all change requests you have submitted is to navigate to the **My Orders** section of the **Orders** module and select **My Change Requests**.



A search auto populates all change requests submitted in the past 90 days. Select the change request to be withdrawn.

Change Request No.	Supplier	Prepared For	Submitted Date	Change Request Status	Total Amount	Original PO Total	Amount of Change	PO Number
<input type="checkbox"/> 3087932	Dawn's Donuts2	Holly Hooper	10/22/2020 3:59:19 PM	Pending	500.00 USD	250.00 USD	250.00 USD	PT0006626

Alternatively, change requests can be located by opening the associated purchase order (PO) and navigating to the **Change Requests** section.

**Purchase Order: PT0006187 Revision 1**  
3106554

Supplier: BLOOMINGTON HA...  
Status: Completed  
Document Total: **25,000.00 USD**  
[View Related Documents](#)

**Status**

Purchase Order >

Revisions

PO Approvals

Shipments

**Change Requests** 1

**Status** Document Actions History Print ?

[Expand All](#) | [Collapse All](#)

**General Information**

PO/Reference No. **PT0006187**  
Revision No. 1  
Supplier Name BLOOMINGTON HARDWARE CO INC [more info...](#)  
Purchase Order Date 5/6/2020  
Total 25,000.00  
Owner Name Holly Hooper  
Owner Phone +1 812-855-9823  
Owner Email hooperh@iu.edu  
Requisition Number 2957770 [view](#) | [print](#)

**Document Status**

A/P status Open  
Workflow ✔ Completed (5/6/2020 5:33 PM)  
Distribution The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)

Once the change request is open, select **Withdraw Change Request** from the **Document Actions** dropdown menu.

**Change Requests: 2957416**  
Paint for Poplars Renovations II - CR

Status: Pending  
Document Total: **490.00 USD**  
[View Related Documents](#)

Change Requests <

**Summary**

General

Shipping

**Summary** Document Actions History Print ?

< Edited Sections

- Splittable or grouped custom fields
- Line item only fields

**External Communication Options**

Resend to Suppliers on false  
Change Request ?

Document Actions dropdown menu:

- Assign to myself
- Approve/Complete Step & Show Next
- Approve/Complete Step
- Withdraw Change Request**
- Add Comment
- Add Notes to History

A comment box opens. Explain the reason for withdrawing the change request and click **Ok**.

**Withdraw Change Request** ✕

Once a change request or line is withdrawn, it cannot be reinstated. Click OK to withdraw, or Close to leave the change request unchanged.

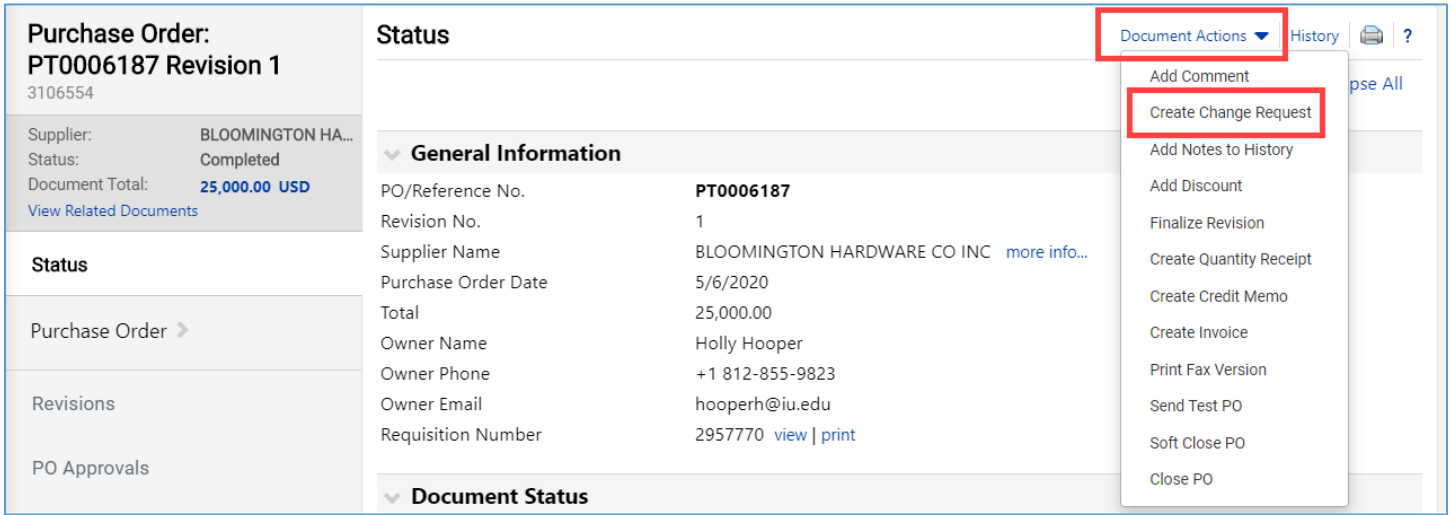
Change Request Withdrawal Reason

A new invoice was submitted while this change request was pending. Withdrawing this change request so that a request can be submitted.

866 characters remaining  
Maximum allowed characters are 1000  
Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

OK Close

Once the unneeded or stalled change request has been withdrawn, a new change request can be submitted. Select **Create Change Request** from the **Document Actions** dropdown to submit the new request.



**Purchase Order:**  
**PT0006187 Revision 1**  
3106554

Supplier: BLOOMINGTON HA...  
Status: Completed  
Document Total: **25,000.00 USD**  
[View Related Documents](#)

**Status**

Purchase Order >

Revisions

PO Approvals

**Status**

**Document Actions** History ?

- Add Comment
- Create Change Request**
- Add Notes to History
- Add Discount
- Finalize Revision
- Create Quantity Receipt
- Create Credit Memo
- Create Invoice
- Print Fax Version
- Send Test PO
- Soft Close PO
- Close PO

**General Information**

PO/Reference No.	<b>PT0006187</b>
Revision No.	1
Supplier Name	BLOOMINGTON HARDWARE CO INC <a href="#">more info...</a>
Purchase Order Date	5/6/2020
Total	25,000.00
Owner Name	Holly Hooper
Owner Phone	+1 812-855-9823
Owner Email	hooperh@iu.edu
Requisition Number	2957770 <a href="#">view</a>   <a href="#">print</a>

**Document Status**