# Withdrawing and Editing a Purchase Requisition in Workday

http://workday.miami.edu

## Find the Purchase Requisition

1. Click the cloud icon.

2. Click **Inbox**.

3. Click the **Archive** tab.

4. Click the purchase requisition.

5. Scroll over the requisition number and click the **Related Actions** icon.

6. Click **Actions**.

7. Scroll over **Requisition**.

8. Click **Edit**.

The requisition is now withdrawn.

## Edit the Requisition

9. Changes can be made to the following fields:
   - Quantity
   - Unit Cost
   - Ship-To Address
   - Ship-To Contact
   - Deliver-To
   - Program / Grant / Gift / Project
   - Cost Center
   - Additional Worktags.

10. Review and **Submit**.