How to Withdraw an Order

1. If you have placed an order and realize after the fact that you no longer need your order, ShopBlue makes it easy to withdraw your order. From the “Shopping Home Page” scroll down to “My Requisitions” at the very bottom and click “Pending.”

2. Next, select the Requisition that you would like withdrawn.
3. At the top of the Summary page click “Document Actions” and select “Withdraw Entire Requisition” if you would like to cancel the entire order.

4. If you would like to withdraw one specific line item, scroll down to “lines” or click “Supplier Information” on the left hand side. Select the line item you would like withdrawn by clicking the box next to it, then click “Select Line Item Actions” and select “Withdraw Selected Items.”
5. After withdrawing your order, you can view your changes by clicking “Business Purpose/Comments.”

Hint: Leave a comment for personal or departmental documentation.