

I submitted a cart that needs to be corrected, how do I get it back?

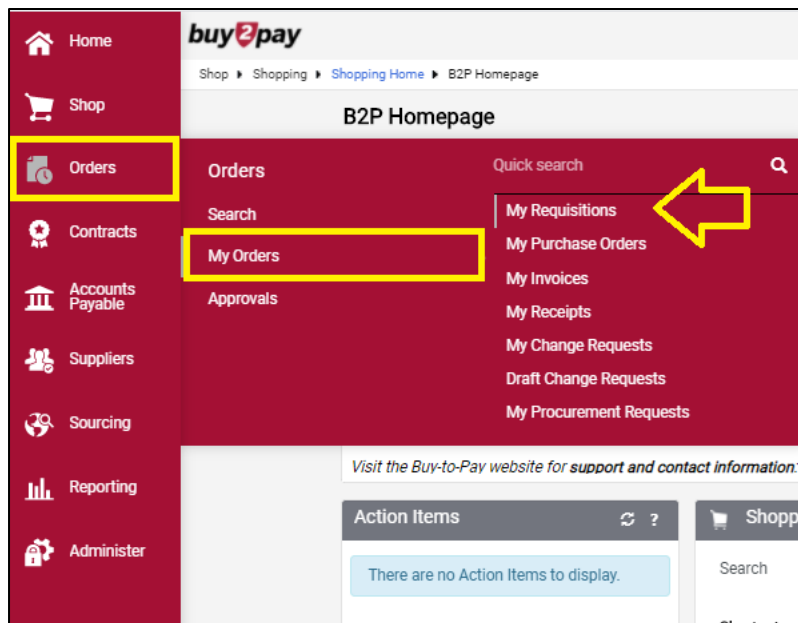
1. The Approver can either **Return or Reject that RQ**
 - a. Returning allows the Requestor to make edits to the original RQ and resubmit the request under that same requisition number
 - b. Rejecting cancels the requisition in its entirety
 - i. Rejected requests do not return to an editable draft request, and the requisition number cannot be reused
 - ii. Rejecting a requisition should be reserved for requests that are not compliant with funding restrictions, inadequate budget, or unnecessary requests for goods and services

Instructions for how to Return or Reject a Requisition can be [found here](#).

2. **Withdraw the RQ** from either the Approver (or Requestor if a Requestor has been Assigned)

Withdraw a RQ from an Approver

- Go to B2P and open your requisitions:



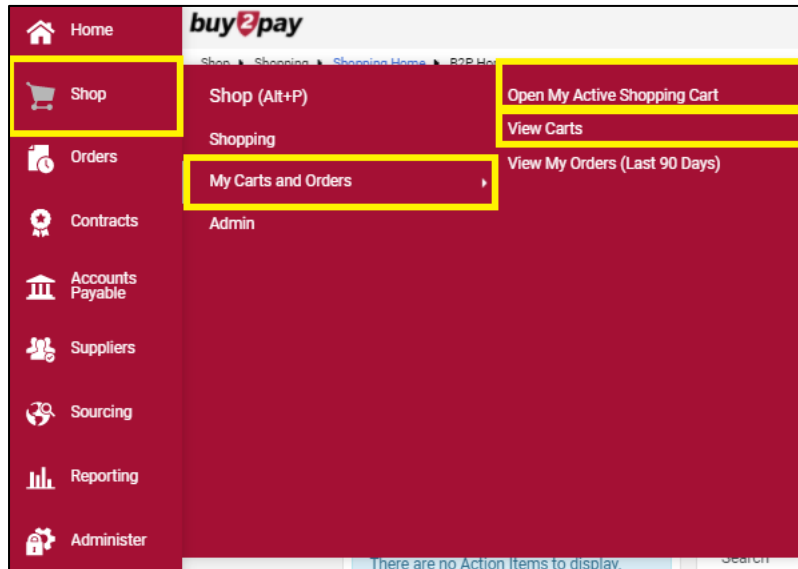
- Click on the RQ that you'd like to pull back and it'll open the RQ Summary Page
- Click on "Document Actions" drop down in the upper right side of the Summary and select "Withdraw Entire Requisition"
- You'll then need to provide a reason as to why the RQ is being withdrawn

The withdrawn RQ now has a "Withdrawn" status when you view your "My Requisitions" list. To copy that RQ to a new cart & make adjustments, you'd open the Withdrawn RQ, then click on Document Actions > "Copy to a New Cart" and the information is then put into a

new RQ for submission. This "Copy to a New Cart" function can also be used when a RQ is Rejected (vs. Returned).

Withdraw a RQ from a Requestor (if the RQ has been Assigned)

- In B2P, go to Shop > My Cart and Orders > Open My Active Shopping Cart or View Carts



- Your "Draft Carts" open in the first tab but we'll select the second tab "Assigned Carts"
- The Shopping Cart that you assigned should be listed here with the name of whomever you Assigned it To
- Under "Actions" you can select "Unassign" which will pull the cart back into your possession and allow you to make adjustments and Assign the Cart to someone else (or Submit Request if you have Requestor authority)