From iProcurement Homepage

Select the Requisitions Tab

Select the Search button

Fill in search criteria

Select Go

Select the radio button next to the requisition

Do you need to cancel a requisition/item or amend the requisition?

Cancel Requisition

Cancel Entire Requisition

Select Cancel Entire Requisition

Select Submit

Cancel specific line(s)

Select Cancel Requisition

Tick the select box and fill in a reason for each line you wish to cancel

Select Continue

Select Submit

Amend Requisition

Select Change

Select yes to the warning informing the requisition will be withdrawn from approval

Make any amendments needed through the checkout

Resubmit requisition for approval