How to Create a Cancelation Modification to a RQS at Final

1. Enter the RQS. This should currently be at final. Click "Discard".
2. The above message box should appear.
3. Click "OK" on the message box.
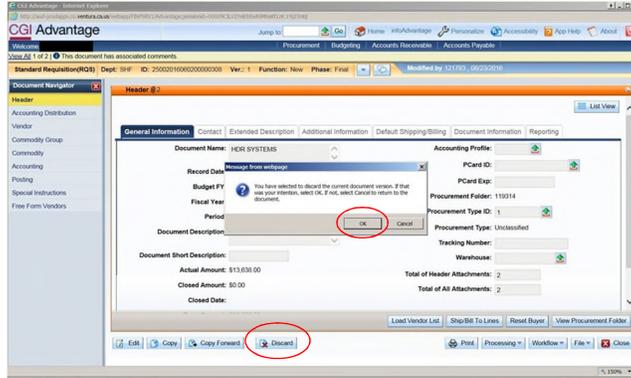
4. Your Function and Phase should change from New/Final to Cancellation/Draft.
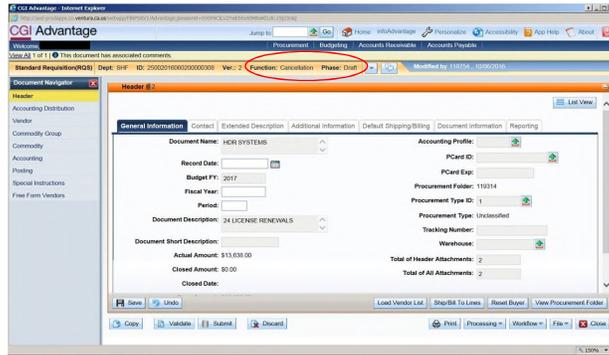
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5. Click Approve. Your Function and Phase should change from Cancellation/Draft to Cancellation/Pending
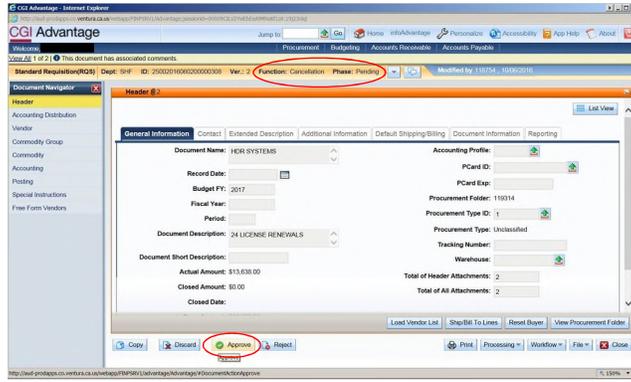
6. The cancelation will then go through workflow. Follow your department's workflow process for Department Requisition Final Approval "Dept Req Final Appr" as show in Track Work in Progress.
7. Notify Procurement for GSA Requisition Buyer Approval.

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