



Formulas Online

Withdraw a Submission

You may withdraw a submission using the Formulas Online system. This has the effect of cancelling the submission permanently.

► **Note:** A submission may not be withdrawn when in any of the following statuses: “Draft,” “Closed,” or “Cancelled.”

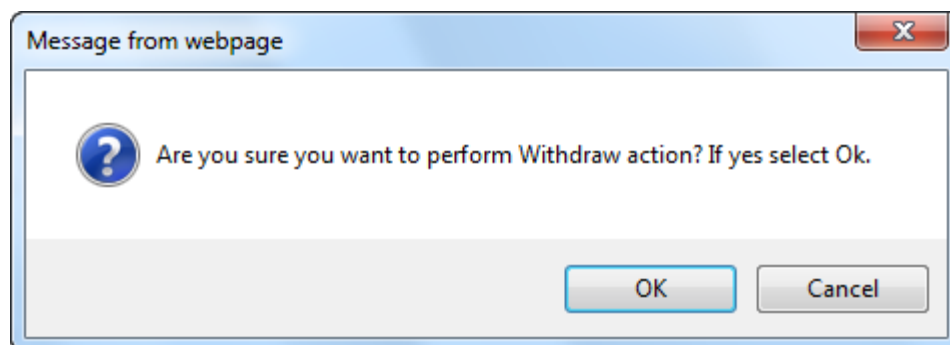
Follow these steps to withdraw a submission:

1. Perform a search for the in-process submission. See [Searching for Submissions, Samples, and Formulas](#) for more information.

Alternatively, locate the in-process submission on the My Submissions home page.

2. Select the [Submission ID](#) link.
3. Select the [Withdraw](#) link in the action bar. A confirmation message box displays prompting you to confirm your action. See Figure 1.

Figure 1: Withdraw a Submission – Withdraw Confirmation



4. Select the **OK** button to confirm. The confirmation message box closes and the status of the submission is changed to “Withdrawn.”