**FINDINI 4.0.10 Training Tip for the Vendor Request Form:**

We have made an update to the Vendor Request Form (VRF) that will now allow a requestor to pull back the request if they have either sent it to the incorrect approver or they discover that their approver is not available (out of the office, on vacation, etc.). Similar to resubmitting a request that has been rejected by an approver or UFS-AP, when a new request is submitted there will now be a link under the ‘Resubmit’ column for ‘Vendor’ or ‘Site’ depending on the type of request. The requestor will need to click on the link which will open the form and simply change their approver information. Once they click ‘Submit’ the request will go to the new approver and remove the notification from the previous approver.

**Please note**: This new function may only be used for NEW requests. Reactivation requests for Vendors or Sites will need to be resubmitted to a new approver as it has been done in the past.

If there are numerous requests that need to be reassigned, UFS-AP has functionality that will now allow them to reassign large groups of requests. A Service Now ticket will need to be submitted to complete this task.



