Cancel the request for quotation

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It's always possible to withdraw a request for quotation as long as it hasn't been answered yet.

Here's how you do it

- Click the **School admin tool** from My apps.
- Click on **Tools** in the left-hand menu
- Click on **Quotation request** in the top menu
- Here you'll see the requests for quotations you've made and whether they've been answered or not.
- Find the correct request for quotation and click on **Cancel Request for Quotation**.
- Confirm that you want to withdraw the request for quotation by clicking on **Cancel Request for Quotation**