Deleting Items in iProcurement

Note! To delete individual items and/or requisitions in iProcurement, the status of the document must be *Incomplete*. In addition, items/documents cannot be retrieved after a successful deletion.

**UAB FN Spec Document Entry/Approval** → **Purchasing: Requisitions** → **iProcurement**

**Deleting Individual Items**

To delete individual items, click on the trashcan icon (if applicable) that appears next to the item that you want to delete. In some instances, a *Delete* button is displayed that will allow you to delete items.

**Deleting a Requisition**

Go to **Requisitions** > **Requisitions** and click on either the requisition number or description.

1. When the requisition appears, click on *Delete*.

2. You will receive a warning. Click *Yes* to delete the requisition.

3. The **Requisitions** screen reappears. You should no longer be able to locate the requisition in your list.