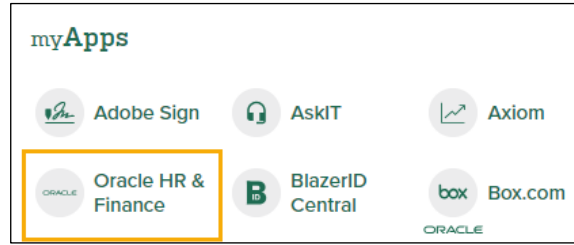


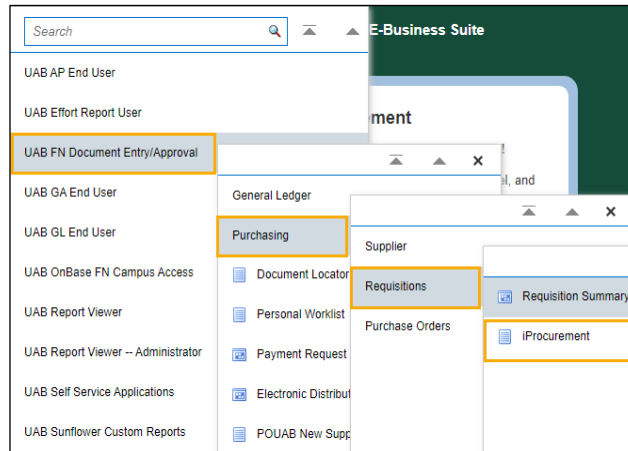
Log in to **Oracle HR & Finance:**

- Navigate to the [myUAB portal](#).
- Locate and click **Oracle HR & Finance**.



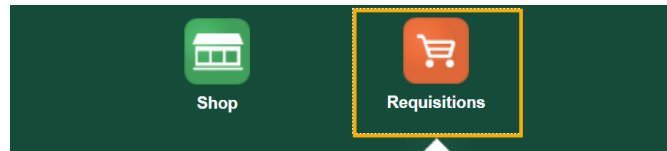
Navigate to **iProcurement:**

- Click the **3-lined navigation button** in the top left of the Oracle homepage.
- From **UAB FN Document Entry/Approval**, choose **Purchasing**, then **Requisitions**, and finally **iProcurement**.



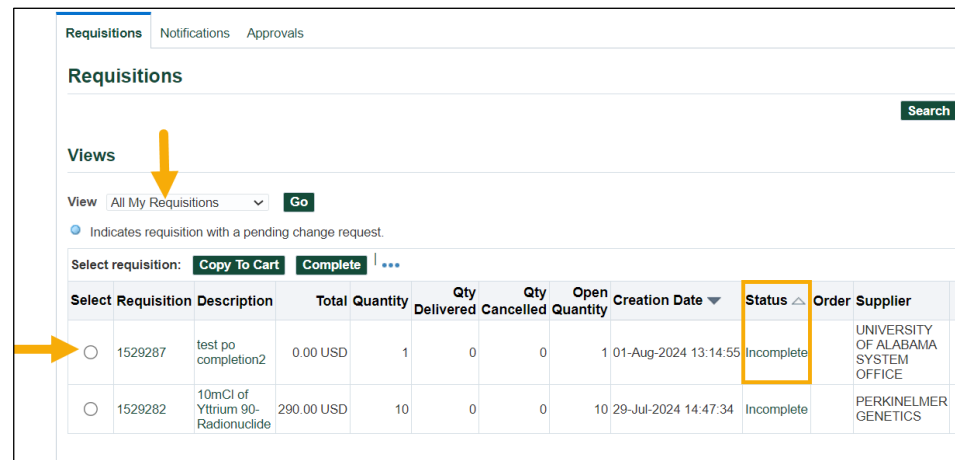
The iProcurement Home page will appear:

- Click the **Requisitions** icon.



View the **All My Requisitions** list:

- Locate the Requisition you would like to delete.
- Ensure the Status of the requisition is **Incomplete**.



If the Status is **In Process** or **Pre-Approved**, the requisition must be rejected by an approver before it can be deleted by the requester. Use [Document Locator](#) to find approvers' contact information.

If the Status is **Approved**, it is now a purchase order. Purchase Orders cannot be deleted, only Finally Closed. [Contact Purchasing](#) if you need to have a purchase order Finally Closed.

Open the requisition you want to delete:

- Click the **Requisition number**.

OR

- Click the **Description**.

**Views**

View: All My Requisitions

Indicates requisition with a pending change request.

Select requisition:   ...

Select	Requisition	Description	Total	Quantity	Qty	Qty	Qty
					Delivered	Cancelled	Open
<input type="radio"/>	1529287	test po completion2	0.00 USD	1	0	0	0
<input type="radio"/>	1529282	10mCi of Yttrium 90-Radionuclide	290.00 USD	10	0	0	0

The Requisition information will display:

- Click **Delete**.

Requisitions | Notifications | Approvals

Requisitions: Requisitions >

**Requisition 1529287**

You will receive a warning that deleting the requisition cannot be undone:

- Click **Yes**.

**Warning**

Once the requisition is deleted, it cannot be undone. Do you still want to delete the requisition?

You will be directed back to the **Requisitions** screen:

- You should no longer see the requisition **All My Requisitions**.

Requisitions | Notifications | Approvals

**Requisitions**

**Views**

View: All My Requisitions

Indicates requisition with a pending change request.

Select requisition:   ...

Select	Requisition	Description	Total	Quantity	Qty	Qty	Qty	Open	Creation Date	Status	Order	Supplier
					Delivered	Cancelled	Open					
<input type="radio"/>	1529282	10mCi of Yttrium 90-Radionuclide	290.00 USD	10	0	0	0	10	29-Jul-2024 14:47:34	Incomplete		PERKINELMER GENETICS