

iProcurement: Deleting a Requisition

	<p>Requisitions must have a status of <i>Incomplete</i> before they can be deleted.</p>																																				
<p>1. Click on the Requisitions icon located at the top of the screen.</p>																																					
<p>2. Locate the requisition and click on either the number or description.</p>	<table border="1"> <thead> <tr> <th>Select</th> <th>Requisition</th> <th>Description</th> <th>Total</th> <th>Quantity</th> <th>Qty Delivered</th> <th>Qty Cancelled</th> <th>Open Quantity</th> <th>Creation Date</th> <th>Status</th> <th>Order</th> <th>Supplier</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>1389013</td> <td>Dr Wei Li- Dell-7-30-21</td> <td>4021.49</td> <td>USD</td> <td>2</td> <td>0</td> <td>0</td> <td>2 11-Aug-2021 15:48:51</td> <td>Incomplete</td> <td></td> <td>DELL MARKETINC LP</td> </tr> <tr> <td><input type="radio"/></td> <td>1385855</td> <td>test</td> <td>6175.00</td> <td>USD</td> <td>2</td> <td>0</td> <td>0</td> <td>2 23-Jul-2021 09:44:57</td> <td>Incomplete</td> <td></td> <td>SCITECH LAB SERVICE</td> </tr> </tbody> </table>	Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier	<input type="radio"/>	1389013	Dr Wei Li- Dell-7-30-21	4021.49	USD	2	0	0	2 11-Aug-2021 15:48:51	Incomplete		DELL MARKETINC LP	<input type="radio"/>	1385855	test	6175.00	USD	2	0	0	2 23-Jul-2021 09:44:57	Incomplete		SCITECH LAB SERVICE
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<p>3. When the requisition appears, click Delete.</p>	<p>Requisition 1385855</p> <p>Delete Copy To Cart Complete</p>																																				
<p>4. You will receive a warning. Click Yes.</p> <p>You will be directed back to the Requisitions screen. You should no longer be able to locate the requisition in your list.</p>	<p>Warning</p> <p>Once the requisition is deleted, it cannot be undone. Do you still want to delete the requisition?</p> <p>No Yes</p>																																				