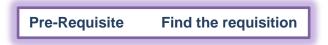


Incomplete Requisitions

It is important that any incomplete requisition is completed, cancelled or deleted from the system. A requisition will have an incomplete status if it was started and never finished, copied but not used or saved and forgotten. This is to ensure that monies aren't marked against GL or grant codes that could actually be used for another purchase.

It is recommended that if a requisitioner/buyer leaves the department and/or the University then this should be included as part of a leaving procedure. If they have already left then please contact the iProcurement Helpdesk with information on the requisition that needs cancelling.



Deleting Incomplete requisitions raised by yourself

1. Once you have found the incomplete requisition click **Delete.** You cannot cancel incomplete requisitions.



2. A warning message will display advising that once it is deleted it cannot be undone. Click **Yes.** The list of your requisitions will then display again and the requisition you have just deleted is no longer listed.

Version1:0 Page 1 of 2

Completing an incomplete Requisition raised by yourself

You can use 'Complete' where you have a requisition which has not yet been checked out and therefore the status is incomplete.

- 1. Click on the requisition number.
- 2. Click Complete.

If you already have items in your shopping cart a message will display asking if you would like to add them to your existing cart. Click the relevant button.

If you don't have items in your cart they will simply add to your shopping cart.

3. Complete the remaining checking out process.

Version1:0 Page 2 of 2