



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.

Pre-Requisite Find the requisition

Deleting Incomplete requisitions raised by yourself

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

Shop | Requisitions | Receiving

Requisitions | Notifications | Approvals

Shop Stores >

Requisition 689709

Description Test Tube Rimless Polystyrene 3.5MI 75 X 12Mm
Created By DARLOW, Mrs. Rebecca
Creation Date 21-Jan-2014 08:35:52
Deliver-To Downing Street CAMBRIDGE, CB2
3EQ
Justification

Requisition Status [incomplete](#)
Change History No
Attachment None
Note to Buyer

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (GBP)	Details	Order
1	Test Tube Rimless Polystyrene 3.5MI 75 X 12Mm	28-Jan-2014 00:00:00	ZZ	Pack	1	25.97 GBP	25.97		
Total							25.97		

[Return](#)

Delete Copy To Cart Complete

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.

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.