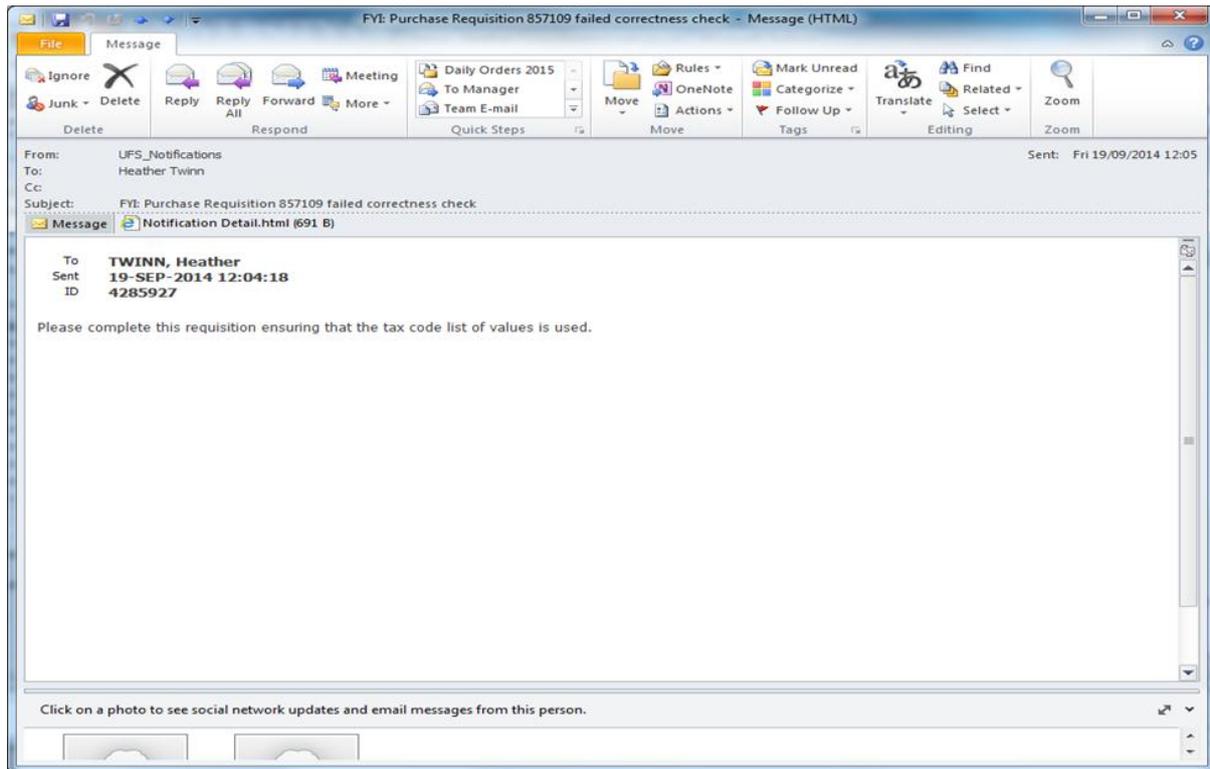




## Requisition Failed Correctness Check

In the event the tax classification code on a purchase requisition is not correctly selected, the requisition will not enter the approval workflow when it is submitted.

If this happens the requisition will have a status of incomplete and the requisitioner will receive an email notification with the title “FYI: Purchase Requisition \*\*\*\*\* failed correctness check”.



### Actions Required

To correctly select the tax classification code and resubmit your requisition you need to:

1. Find the requisition in question in iProcurement, either from **My Recent Requisitions** or using the **Requisitions** tab. The requisition will have the status of **incomplete**.
2. Click on the requisition number.
3. On the next screen click on the **Complete** button. This will load your requisition back into your shopping cart.

## Detailed Procedure Requisition Failed Correctness Check

UNIVERSITY OF CAMBRIDGE iProcurement

Shop Requisitions Receiving

Requisitions Notifications Approvals

Shop Stores >

Requisition 857109

Description Test VAT rate selection  
Created By TWINN, Mrs Heather  
Creation Date 19-Sep-2014 11:48:32  
Deliver-To Financial Operations - Finance Division, Ground Floor, Greenwich House Madingley Rise, Madingley Road, CAMBRIDGE, Cambridgeshire, CB3 0TX

Justification

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

Line	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (GBP)	Details	Order
1	Test VAT rate selection	20-Sep-2014 17:00:00	AG1	EA	1	0	0	1	12 GBP	12.00	<a href="#">Details</a>	
<b>Total</b>										<b>12.00</b>		

Return

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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- Now press **Checkout**.
- On the *Checkout: Requisition Information* screen delete the existing value in the **Tax Classification Code** field.

Shop Requisitions Receiving

Requisition Information Approvals Review And Submit

Checkout: Requisition Information

\* Indicates required field

\* Requisition Description Test VAT rate selection  
\* Bill to location AG Finance Division

Delivery

\* Need-By Date 20-Sep-2014 17:00:00  
\* Requester TWINN, Mrs Heather  
\* Deliver-To Location AG1

Billing

Project  
Task  
Award  
Expenditure Type  
Expenditure Organization  
Expenditure Item Date  
Charge Account U.AG.AGAA.AAAA.EAAZ.0000  
GL Date 19-Sep-2014  
Tax Classification Code SR20.0%

TIP If manually entering a tax code, you MUST press Tab to ensure it is selected

Tax Classification Code SR20.0%

TIP If manually entering a tax code, you MUST press Tab to ensure it is selected

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- Re-enter the Tax Classification Code. You can either type in a value and press the tab key or use the magnifying glass icon to pull up a list of tax codes to select from.

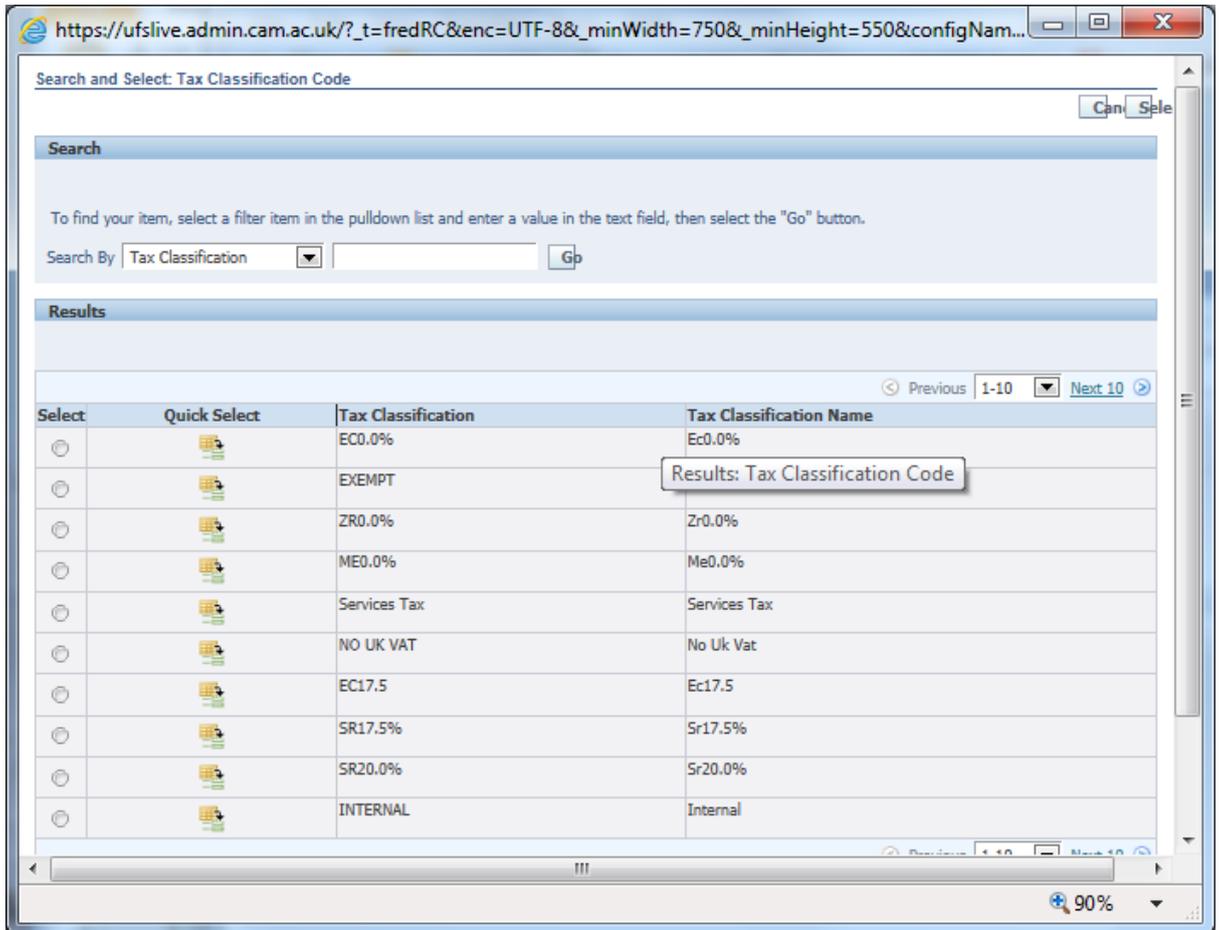
**Note:** you MUST press the tab key after manually typing in a value.

**Remember:** acceptable Tax Classification Codes in iProcurement are:

- SR20.0%
- EC20%

- NO UK VAT
- INTERNAL
- ME0.0%
- SERVICES TAX
- RR5.0%

7. If you used the magnifying glass icon to search for tax classification codes **Quick Select** the code you require from the list.



8. Finally, either forward the requisition for approval or submit the requisition if you are approving the requisition yourself.

Your requisition should now follow the usual approval workflows set up within CUF5.