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.

5. On the Checkout: Requisition Information screen delete the existing value in the Tax Classification Code field.

6. 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%
7. If you used the magnifying glass icon to search for tax classification codes **Quick Select** the code you require from the list.

![Image of tax classification code search](https://ufslive.admin.cam.ac.uk/?t=fredRC&enc=UTF-8&minWidth=750&minHeight=550&configName=)

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 CUFS.