

## **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".

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## **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.

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

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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 <u>MUST</u> 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.

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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.