**Incomplete Requisitions**

It is important that any incomplete requisition is completed 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.

**NB:** Part of the procedure when a requisitioner/buyer leaves the department and/or the University should include the deleting of incomplete requisitions. Only the originator of the requisition can delete it. If they have already left, then 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.

   ![Image of a table showing a requisition](image)

   - A warning message displays advising that once deleted it cannot be undone. Choose **Yes**. The list of your requisitions then displays again and the requisition you have just deleted should no longer be 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. Select the requisition number.
2. Choose **Complete**.
   - If there are already items in your shopping cart, a message displays asking if you would like to add them to your existing cart. Select **Yes**.
   - If there are no items in your cart, the items from the incomplete requisition are immediately added to your shopping cart.
3. Complete the remaining checking out process.