



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.

Shop | Requisitions | Receiving

Requisitions | Notifications | Approvals

Requisitions: Requisitions >

Requisition 2089539 Delete Copy To Cart Complete

Description: Microscope
Created By: SMITH, Mr Max
Creation Date: 29-Oct-2021 16:02:30
Deliver-To: FAO: Lucy Hamey, University of Cambridge Finance Division
First Floor Greenwich House Madingley Rise, Madingley Road
CAMBRIDGE, CB3 0TX
Justification: Notify me with status updates for my Purchase Order

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

Details

Line	Item Number	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (GBP)	Details	Order Number	Notes
1		Microscope	05-Nov-2021 00:00:00	AG	EA	1		0	1	200 GBP	200.00			View / Manage
Total											200.00			

2. 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.