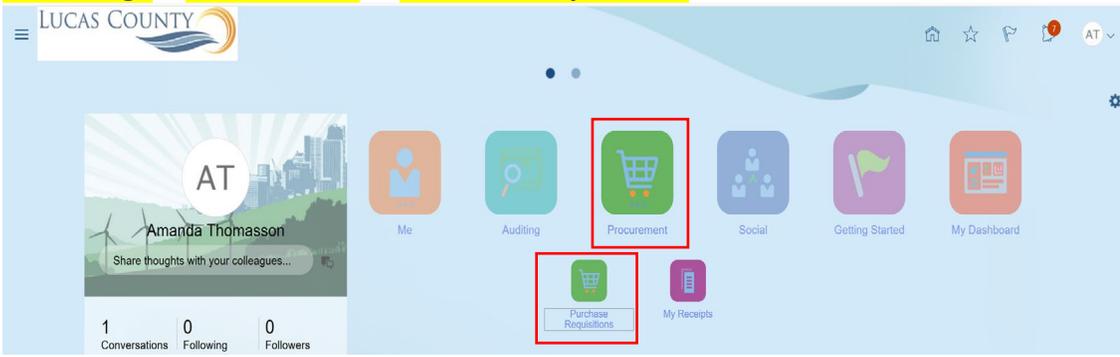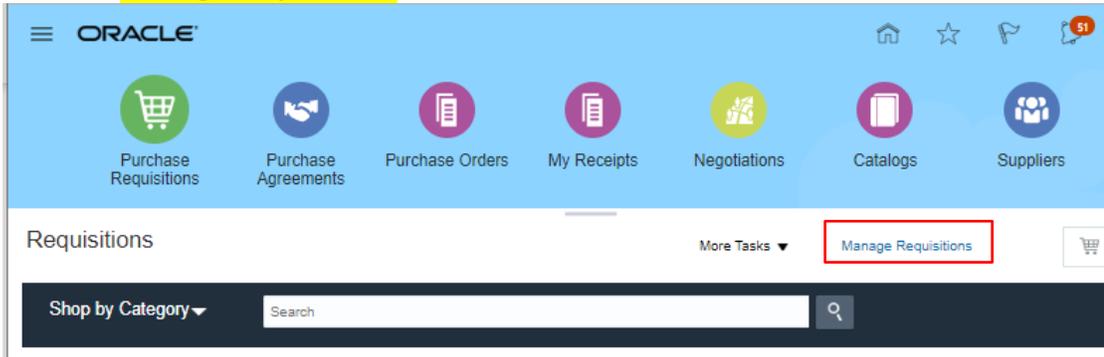# Delete Requisition

Audience: Requester

Purpose: This job aid will assist you with deleting a requisition. If the requisition line status is "Incomplete", the line is eligible to be marked for deletion. When you click **Save** and **Close**, the line is deleted. If you delete a line for which the status is not incomplete, the **Cancel** operation is completed before you save and close.

Step	Action
1	Log into Oracle. **Home Page**-> **Procurement** -> **Purchase Requisitions**
2	Click the **Manage Requisitions** link.
3	You can either view the entire list of requisitions, or search by status. You may delete requisitions in "Incomplete" status. For this example, use the Search fields in the Manage Requisition page to search based on Incomplete status. Select **Incomplete** from the **Status** dropdown list, and click the **Search** button.

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4	Highlight the requisition that is to be deleted.
5	Click the **Actions** drop-down list, and select **Delete**.
6	Click the **Yes** button to confirm the action.