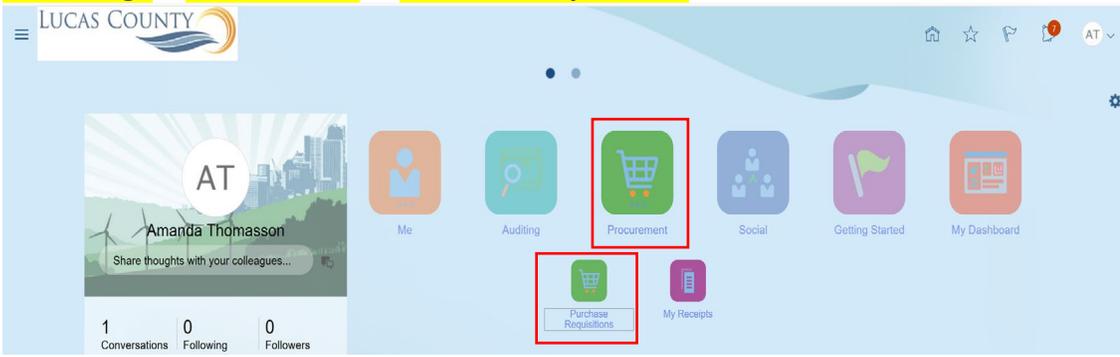
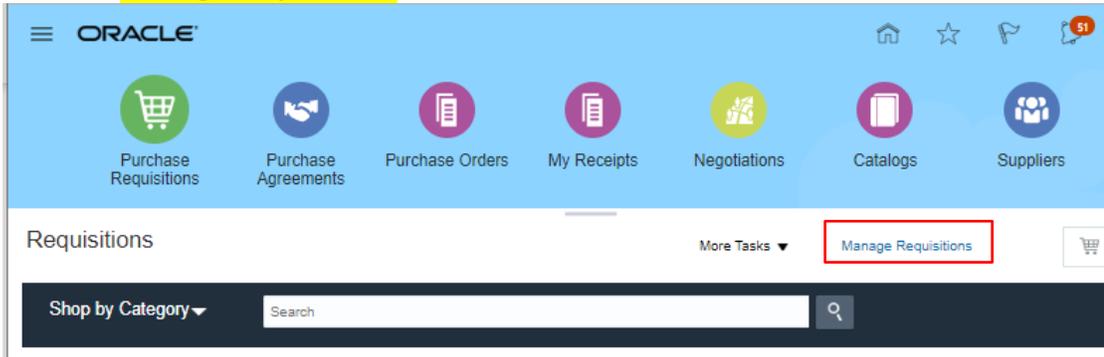


Delete Requisition

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	<p>Log into Oracle. Home Page-> Procurement -> Purchase Requisitions</p> 
2	<p>Click the Manage Requisitions link.</p> 
3	<p>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.</p>

Manage Requisitions

Requisitioning BU
 Requester

** Entered By THOMASSON, AMANDA
 ** Supplier

** Requisition
 Order

Description
 ** Item

Created
 Requisitions Requiring Attention

Status

Search Results

Actions
 View
 Format

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order

4 Highlight the requisition that is to be deleted.

5 Click the **Actions** drop-down list, and select **Delete**.

Search Results

Actions	View	Format	Freeze	Detach	Wrap	Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
Duplicate												
Export to Excel												
Cancel Requisition												
Delete												
Edit												
Reassign												
View Document History												

6 Click the **Yes** button to confirm the action.