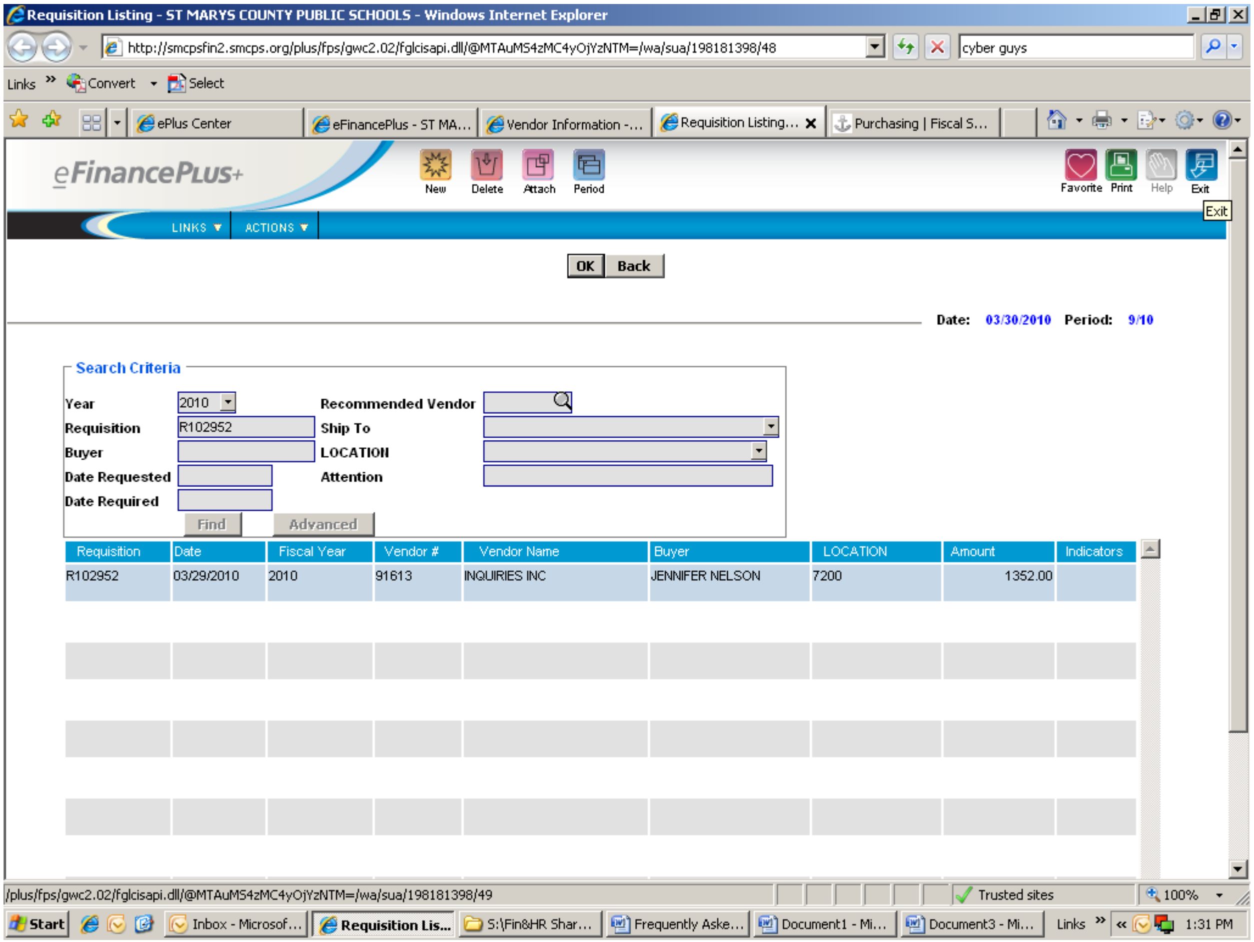
To Delete a Requisition

1. From the first requisition screen, enter your requisition number and click enter so the requisition will come up.



2. Once the requisition is active on the screen, you can click on the dark pink delete button at the top of the screen to delete the requisition. If the requisition has already been converted to a purchase order, you will not be able to delete it. At any stage before then, you can delete any open requisitions you need to.