

## Deleting an Incomplete Requisition

Step	Task
1.	Type <b>FZAREQN</b> in the <b>Search</b> field and press ENTER to open the <b>Requisition</b> .
2.	Enter the in-process requisition number you wish to delete from the system. <b>NOTE:</b> Only requisitions that have not been completed can be removed from the system.
3.	Click the <b>Go</b> button.
4.	Verify the requisition is the correct one for deletion after the <b>Requestor/Delivery Information</b> section appears.
5.	Select <b>Delete</b> from the <b>Record</b> menu. The message " <i>Press Delete again to Delete this record</i> " appears at the upper right of the page.
6.	Select <b>Delete</b> from the <b>Record</b> menu again to delete the record from the system.
7.	Click the <b>OK</b> button. Once the requisition is removed, the message " <i>Deletion of Requisition is completed</i> " appears at the upper right of the page.
8.	Click the <b>Close</b> button to return to the main menu.