Procurement: Delete a Requisition

For employees needing to delete a requisition.

Purpose:	To delete a requisition.
How to Access:	Log into the Bear Trax application. Select the **Procurement** task in the Navigator.
Helpful Hints:	Be sure to keep in mind that… • Only requisitions with an incomplete status may be deleted. These are requisitions which have yet to be submitted • Only use this if you need to permanently delete an incomplete requisition • If you need to make changes and resubmit, refer to the Withdraw a Requisition job aid
Procedure:	Complete the following steps to delete a requisition:

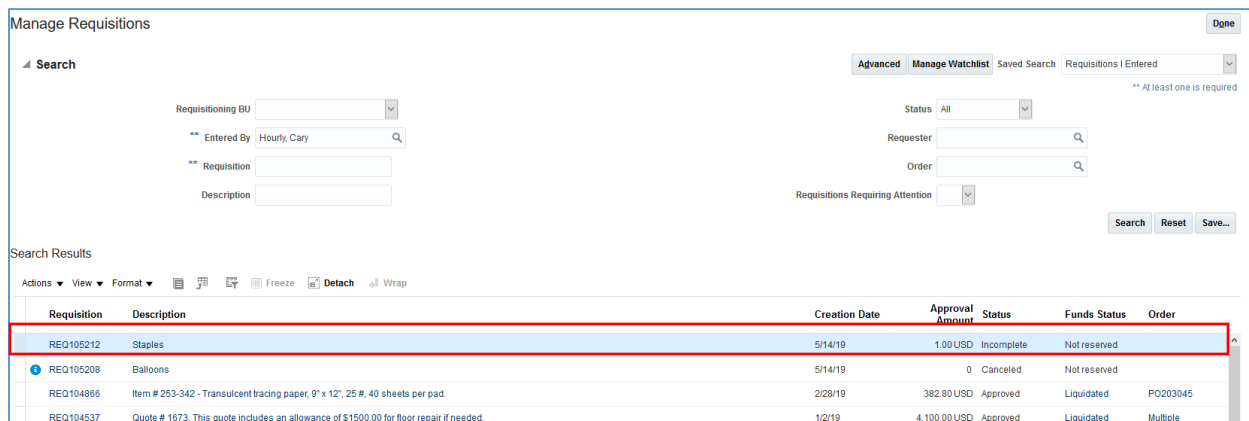**1.** Click on the **Purchase Requisitions** icon.
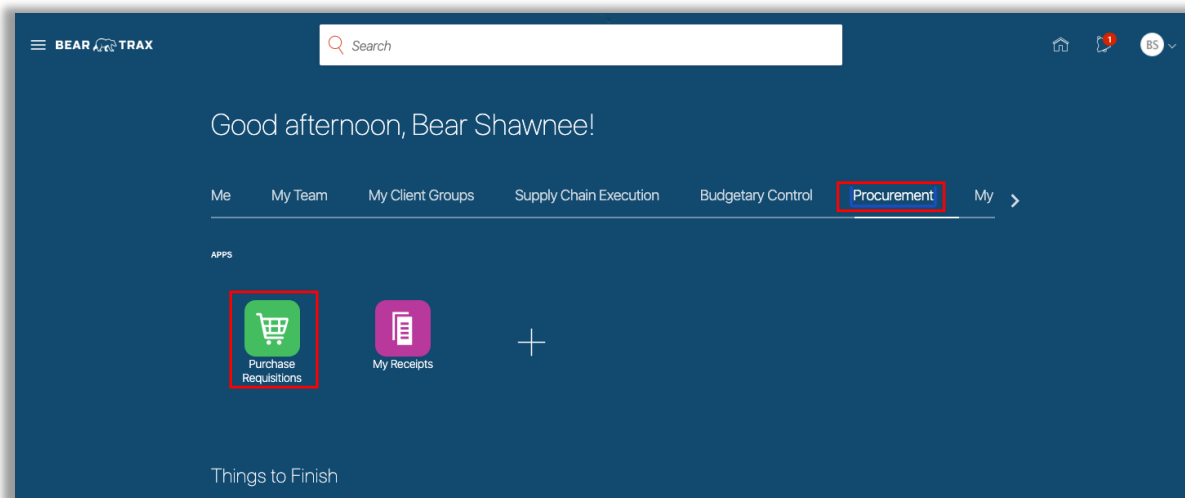
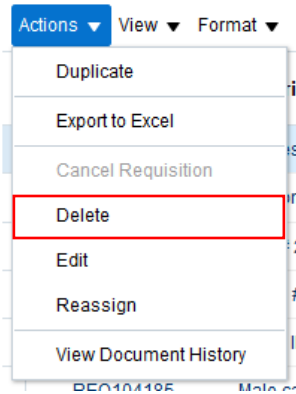**2.** Click **View More** to view all of **My Requisitions.**
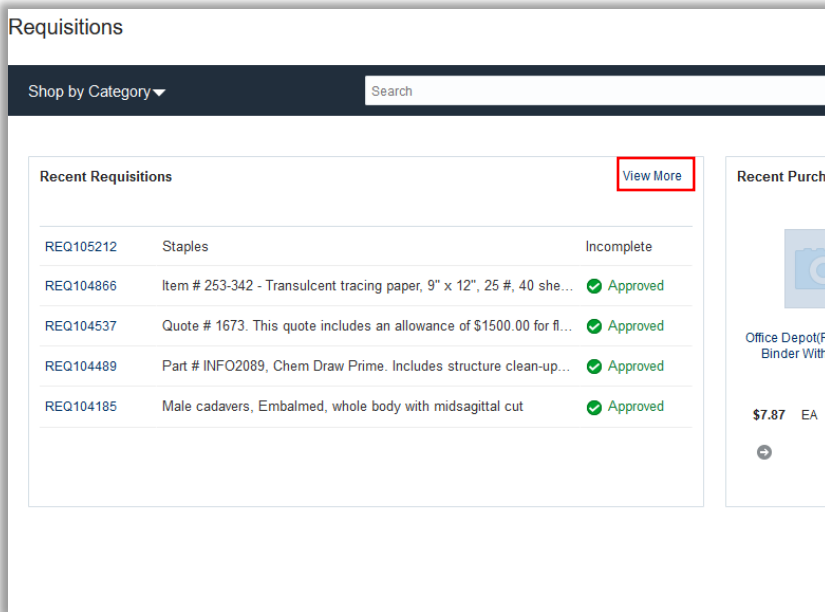
3. Highlight the requisition to be deleted.

Note: The only requisitions available to delete are those that have been created and saved, but not submitted. These are requisitions which have an **Incomplete** status. Review the *Withdraw a Requisition* job aid to remove items already in the approval process.
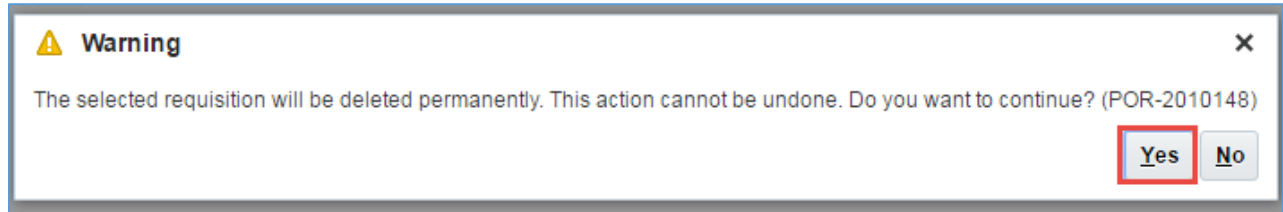

3. Click on the **Actions** drop-down menu and select **Delete**.

Search Results

Actions ▼ View ▼ Format ▼

| Duplicate |
| Export to Excel |
| Cancel Requisition |
| Delete |
| Edit |
| Reassign |
| View Document History |

4. A warning will appear stating that this action will permanently delete the item and cannot be undone. Click **Yes**.

The item will be removed from the list of requisitions.

⚠ **Warning**   ✕

The selected requisition will be deleted permanently. This action cannot be undone. Do you want to continue? (POR-2010148)

Yes   No

Final Notes

By following these steps, you have successfully deleted a requisition.