



This guide is intended for iProc Requisitioners who have submitted a requisition but later realise that it has been raised in error and want to cancel the requisition in the iProcurement (iProc) part of the Oracle Financials system.

### ***When can I cancel a requisition?***

There are restrictions on your ability to cancel the requisition depending on its status. If the status is either *In Process* or *Approved* but no order number has been assigned, you can proceed to cancel the requisition.

**If the status is *Approved* and an order number has been assigned it will not be possible to cancel the requisition. You will need to contact your Operational Buyer to request that they cancel the purchase order directly and therefore automatically cancel your requisition.**

**eMarketplace orders should not be cancelled. Please contact your Operational Buyer for advice.**

To cancel a requisition you will need to:

1. Click the **Requisitions** tab from within iProc. A list of requisitions that you have created will be displayed.
2. To see more information about this requisition you can click on the **Requisition Number** or **Description**. You can then use the **Full Details** icon to see further information. Click **OK** or the **Requisitions** tab to return to the previous screen.
3. If you are on the main list of requisitions you will need to select the requisition on the left and then click **Cancel Requisition**. If you have already clicked on the requisition and can see the details, click **Cancel Requisition**.
4. If you want to cancel all of the requisition, click **Cancel Entire Requisition**. If you want to cancel part of the requisition, select the line/s you want to cancel and then click **Continue**.
5. This is your last chance to review the details before you cancel the whole requisition or cancel a line on the requisition. Any requisition that is cancelled cannot be re-instated and if the good/services are required the requisition will have to be raised again.
6. Verify the information and select **Submit**. You'll receive a confirmation message that the requisition has been cancelled.
7. When you look at the **Requisitions** tab you will see that the *Status* of the requisition now shows as *Cancelled*. The *Total (GBP)* will have been updated to reflect the cancelled line/s. Clicking on the requisition will show that the cancelled line is indicated and the *Amount (GBP)* shows as *0.00*.