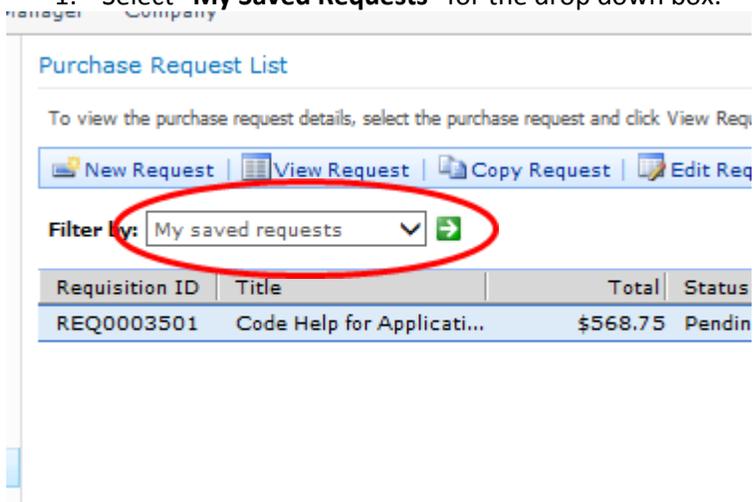


Deleting Saved Purchase Requests

Need help deleting saved purchased requests? Please try this.

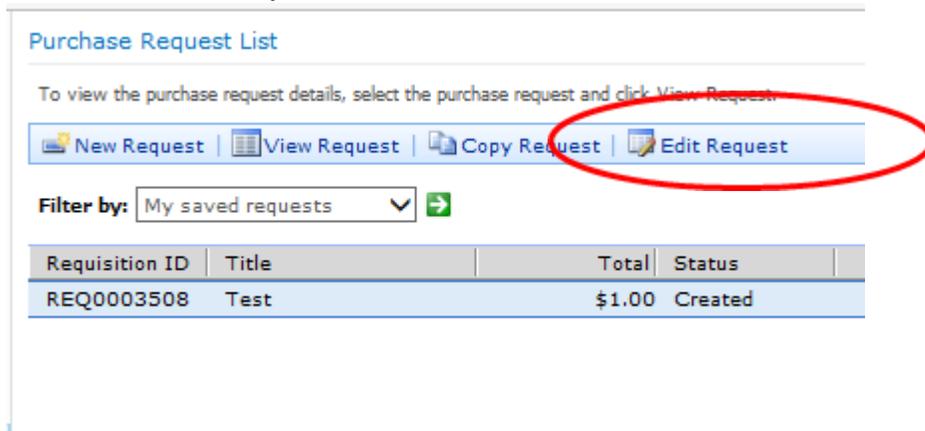
1. Select **"My Saved Requests"** for the drop down box.



The screenshot shows the 'Purchase Request List' interface. At the top, there are navigation buttons: 'New Request', 'View Request', 'Copy Request', and 'Edit Request'. Below these is a 'Filter by:' dropdown menu with 'My saved requests' selected. A table below the filter shows one request with Requisition ID 'REQ0003501', Title 'Code Help for Applicati...', Total '\$568.75', and Status 'Pendin'.

Requisition ID	Title	Total	Status
REQ0003501	Code Help for Applicati...	\$568.75	Pendin

2. Click **"Edit Request"**.



The screenshot shows the 'Purchase Request List' interface. The 'Filter by:' dropdown menu is still set to 'My saved requests'. The table below shows one request with Requisition ID 'REQ0003508', Title 'Test', Total '\$1.00', and Status 'Created'. The 'Edit Request' button in the navigation bar is circled in red.

Requisition ID	Title	Total	Status
REQ0003508	Test	\$1.00	Created

Deleting Saved Purchase Requests

3. Click "Show More Tasks".

Home Employee Manager Company

Purchase Request Details

Title: * Created By: Will.Thompson (will.thompson - CLA)

Requisition ID: Created:

Add items to your purchase request, then save or submit the purchase request.

[New Item](#) | [Edit Item](#) | [Delete Item](#) | [Printer-Friendly Version](#) | [Approval History](#) | [Go Back To Purchase Request List](#)

Item Number	Description	Vendor	Account	Site
1	Test Item	THREERIVER	21-5022-00-10-5190	21

Send comments to the next approver

[Show More Tasks](#)

4. Click "Delete".

Purchase Request Details

Title: * Created By: Will.Thompson (will.thompson - CL)

Requisition ID: Created:

Add items to your purchase request, then save or submit the purchase request.

[New Item](#) | [Edit Item](#) | [Delete Item](#) | [Printer-Friendly Version](#) | [Approval History](#) | [Go Back To Purchase Request List](#)

Item Number	Description	Vendor	Account
1	Test Item	THREERIVER	21-5022-00-10-5190

Send comments to the next approver

More Tasks

- Save as a draft
Save this purchase request as a draft and continue later.
- Submit and send the purchase request to:
- Delete
Delete the purchase request.

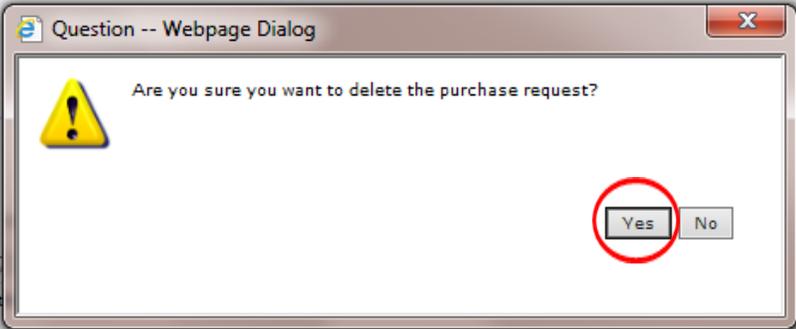
[Show Fewer Tasks](#)

Deleting Saved Purchase Requests

5. Click "Yes" and you are done.

ndor	Account	Site	Required By
REERIVER	21-5022-00-10-5190	21	8/1/2013

- More Tasks**
- Save as a draft
 - Save this purchase request as a draft and
 - Submit and send the purchase request to:
Annette Ferguson (annette.ferguson - CL)
 - Route the purchase request to someone ot
 - Delete
- Delete the purchase request.



Show Fewer Tasks OK