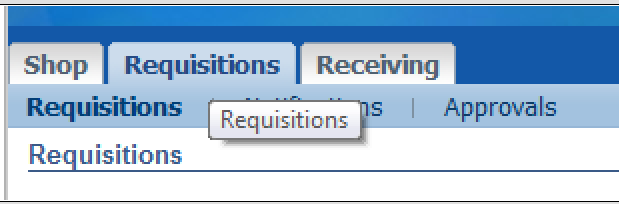
Complete an Incomplete Requisition in R12

Step 1

Click the APS iProcurement Super User link.

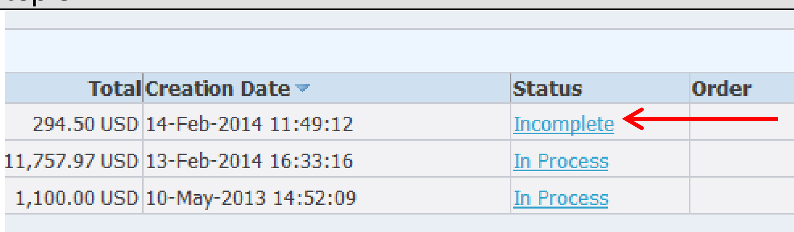
Click the iProcurement Home link.

Step 2



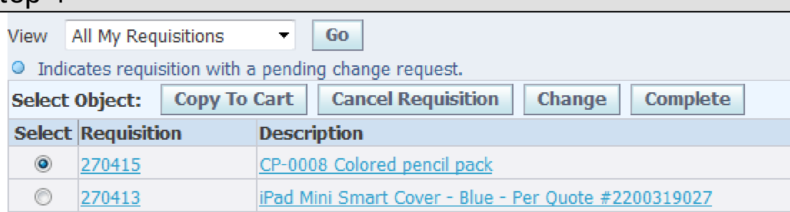
Click the **Requisitions** tab.

Step 3



Locate the Requisition in **Incomplete** status.

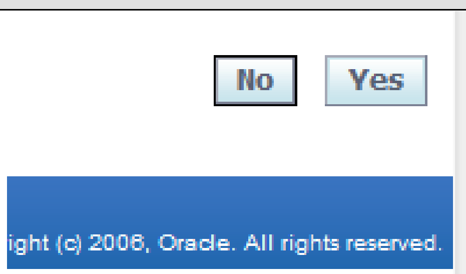
Step 4



Select the **Radio button** next to the requisition to be completed.

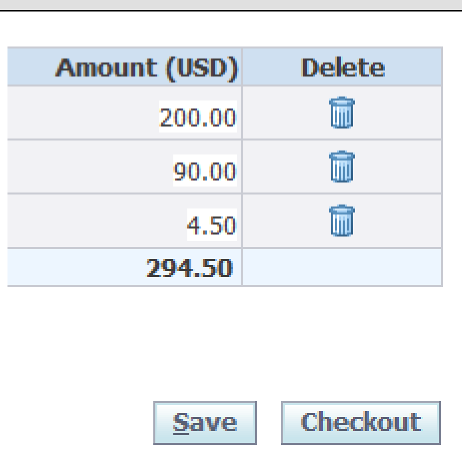
Click the Complete button.

Step 5



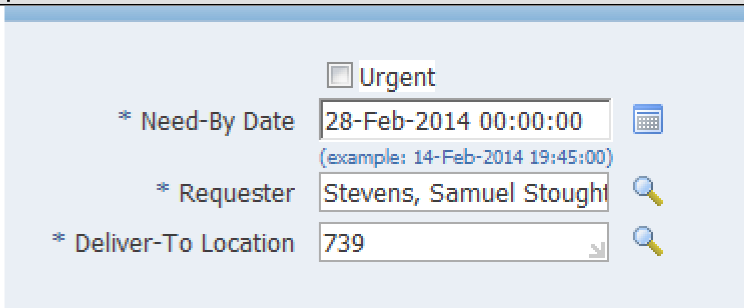
Click the **Yes** button at the far right side of the screen.

Step 6



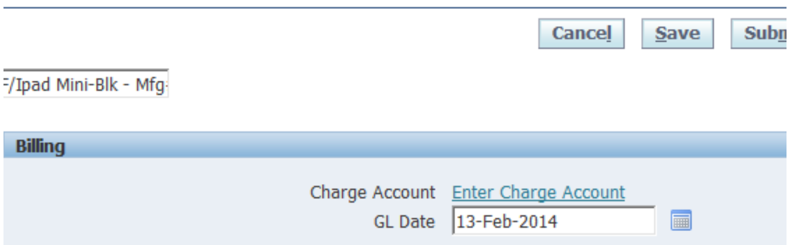
Click the **Checkout** button.

Step 7



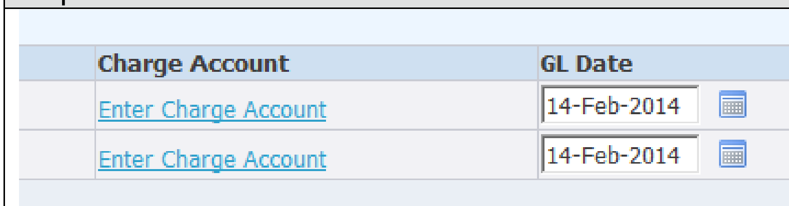
Enter desired information in Requisition Description, Need-By Date, Deliver-To Location fields.

Step 8



Click the **Edit Charge Account** link to change it OR Skip to Step 15.

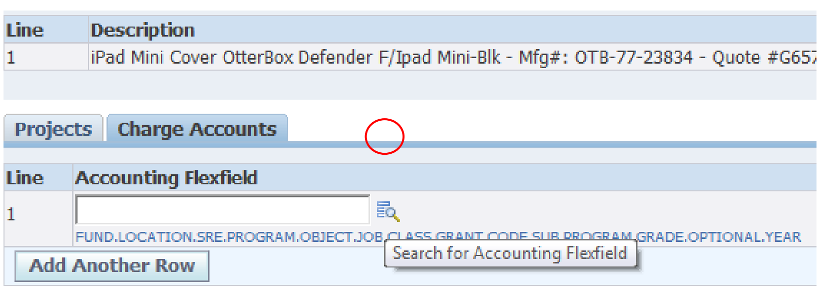
Step 9



Click the **Enter Charge Account** link again.

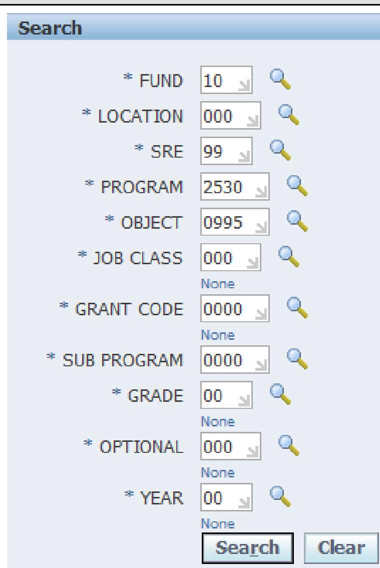
Note: If you have multiple lines, you will need to enter a charge account for each line in your requisition.

Step 10



Click the **Search** button next to Charge Account.

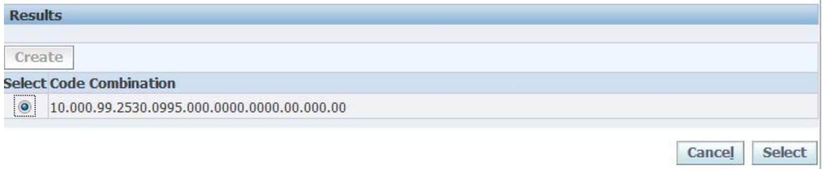
Step 11



Select the correct values for all the segments of Charge Account.

Click the **Search** button.

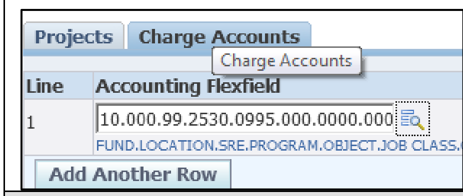
Step 12



Select the radio button next to the code combination in the Search results.

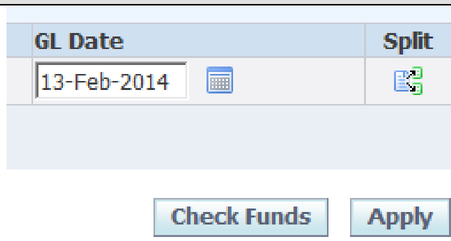
Click the Select button.

Step 13



Verify the Accounting Flexfield on the left side of the screen, and click the **Apply** button on the far right side of the screen.

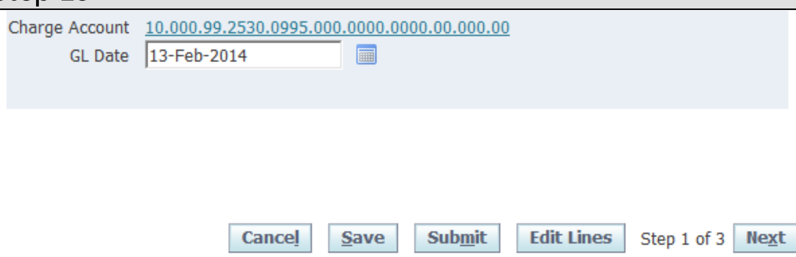
Step 14



Click the **Apply** button again.

Note: You will need to enter a charge account for each line in your requisition.

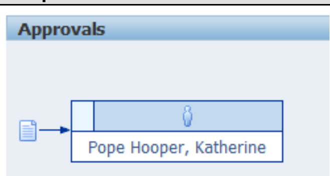
Step 15

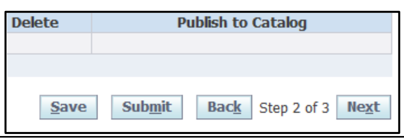


Verify the Charge Account.

Click the **Next** button.

Step 16

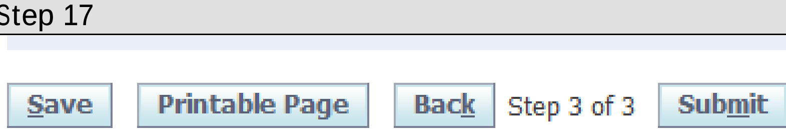




Note the **Approvers** of the Requisition.

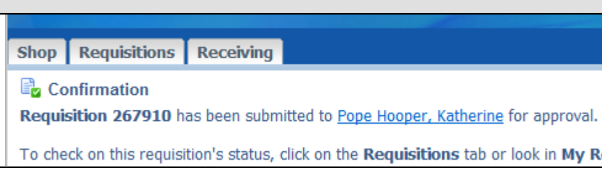
Click **Next** button.

Step 17



Click the **Submit** button.

Step 18



Note Confirmation and the Requisition Number.