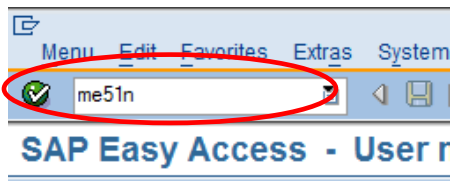# Delete Requisition

Transaction Code: ME51N

Location(s):

> **SAP GUI**

Purpose: Once a requisition has been created and saved, only *line items* can be deleted. Requisition numbers will continue to appear in the Document Overview for auditing purposes. Check the status tab of the line item first, to ensure that a purchase order has not been created. If a purchase order has been created, contact procurement services for support. **Add Header note text stating reason for deletion.**
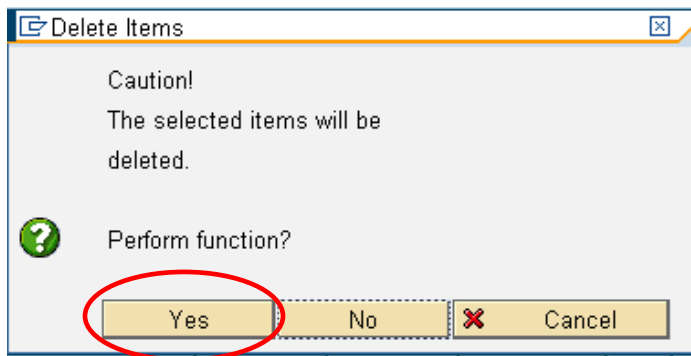
1. Log into myNKU
    a.   https://myNKU.nku.edu/irj/portal
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, ME51N.
5. Click Enter.

6. Display the purchase requisition.
7. Click Display/Change to edit the requisition.
8. Select the line item to delete.
9. Click Delete.
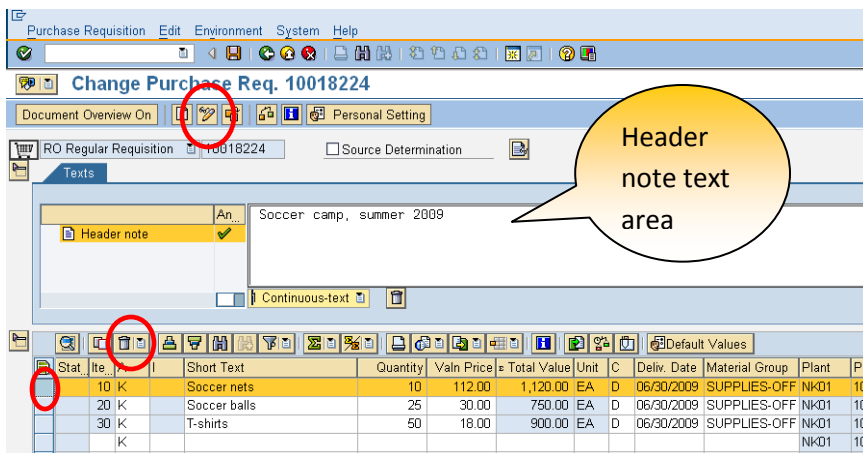
10. Confirm Delete.

11. To delete the entire requisition, delete all line items.
12. Click Save.

Note: **The requisition number will continue to appear in the Document Overview area; however, all line items will appear with a garbage can in the status column.**