How to Delete or *Trash a line* on an SAP Requisition

Log into the TXST Portal and **Select MENU**

This will expand to this screen. **Select Faculty and Staff**
This Screen Comes up. **Select SAP PORTAL**

The General Business Tiles Come Up: **Select Easy Access = SAP PORTAL**
SAP is OPEN; To pull up your requisition that needs deleting, Enter ME53N = change purchase REQ. Or you may have the SAP TCode set up in your favorites in the purchasing folder.

Your last requisition will show up; **SELECT OTHER PURCHASE REQUISITION**
This Box will pop up to type in another requisition to look up.

For this example: **Type in REQ 14060000 / Select Other Document or Enter**

The Requisition populates: **SELECT DISPLAY CHANGE**

This makes the requisition *open to changes.*
You will highlight the line and **select the trash can** (to delete the line)

This BOX pops up and you say **YES to delete the line** (trash can will appear)
Be sure to enter a **REQ Header Note**:

**Example:** Deleting REQ due to Vendor canceling and your initials and **SAVE**

Once the line is deleted, your funds are no longer encumbered.

**IF you have a Purchase Order attached to your requisition,** send a note to **purchasing@txstate.edu** and ask us to delete the line on the purchase order.

This is how you delete or trash a line on an SAP requisition!