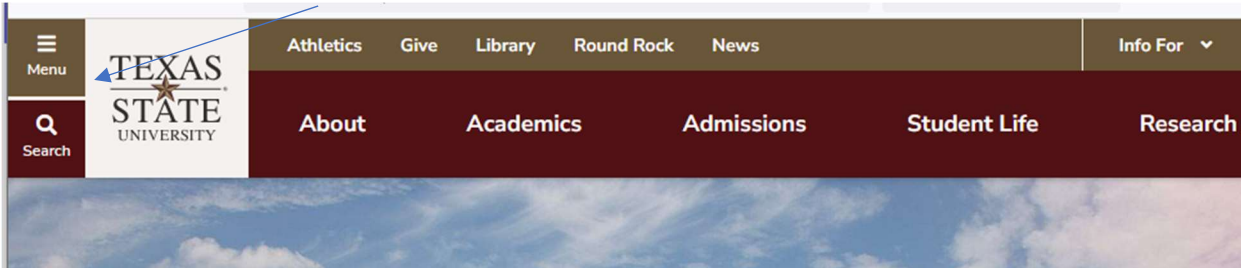
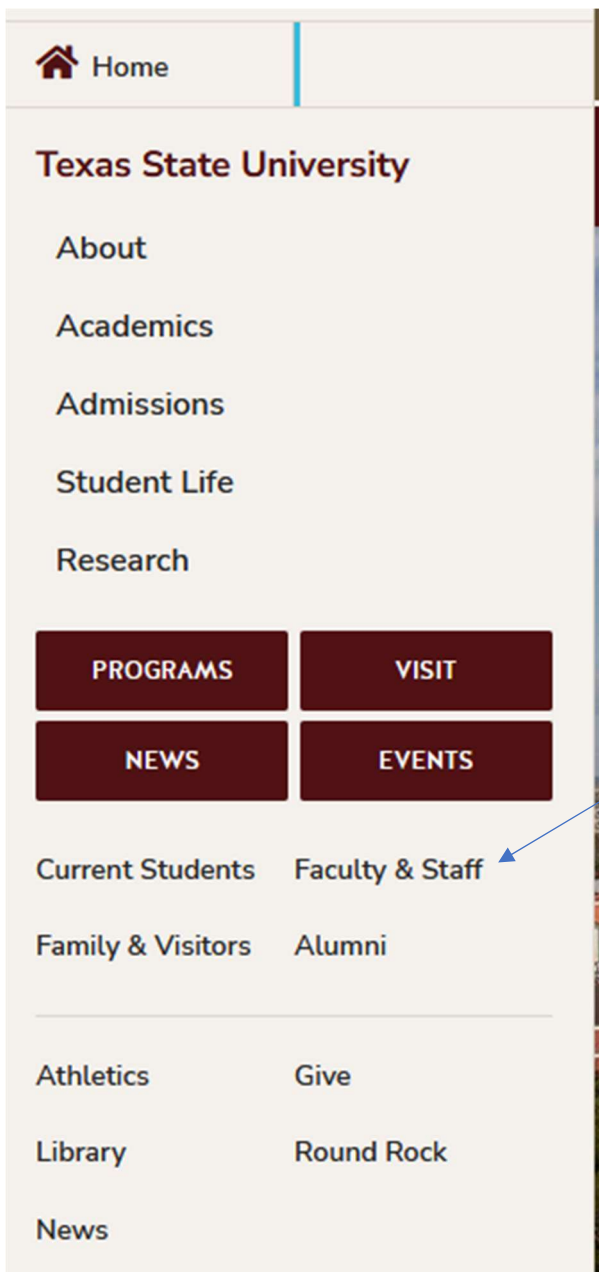


## How to Delete or *Trash a line* on an SAP Requisition

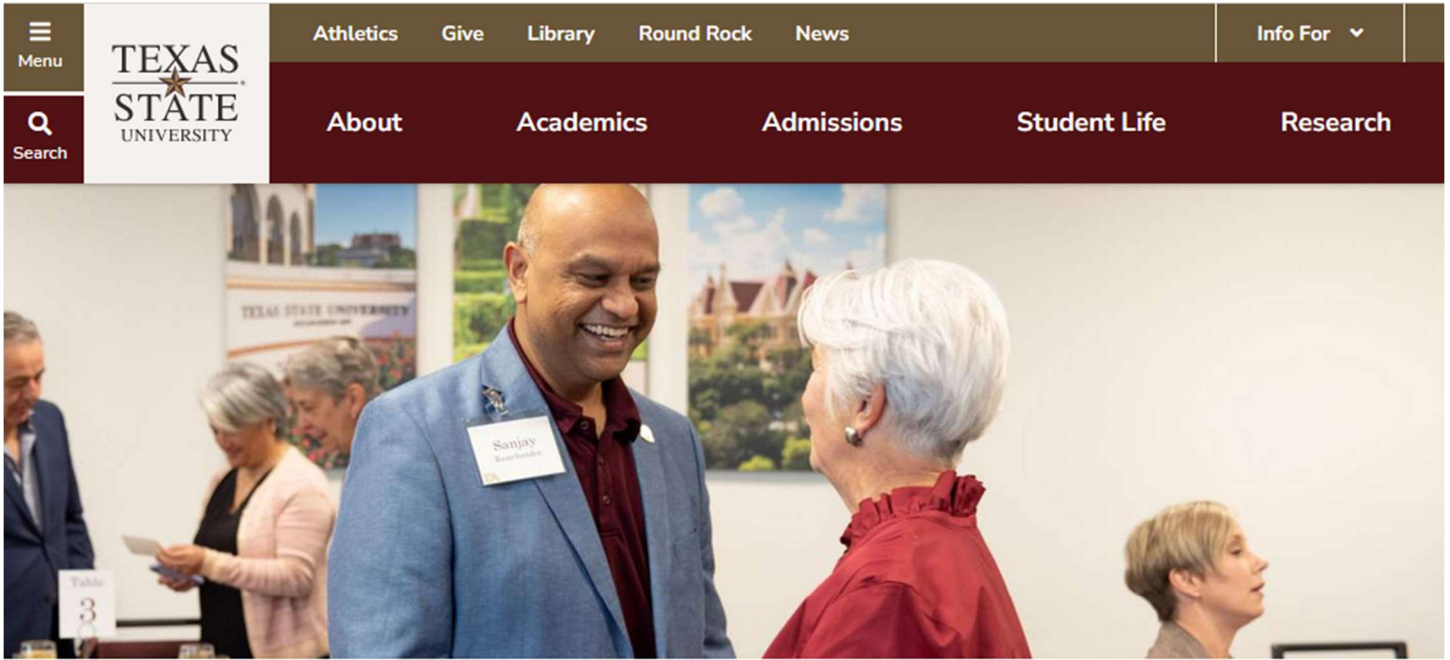
Log into the TXST Portal and Select [MENU](#)



This will expand to this screen. [Select Faculty and Staff](#)



This Screen Comes up. [Select SAP PORTAL](#)



Texas State University / Faculty & Staff

## FACULTY & STAFF



BOBCATMAIL



SAP PORTAL

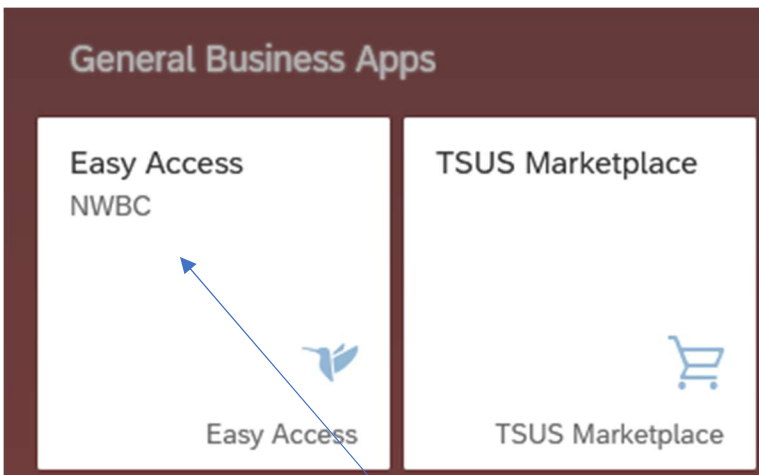


CATSWEB

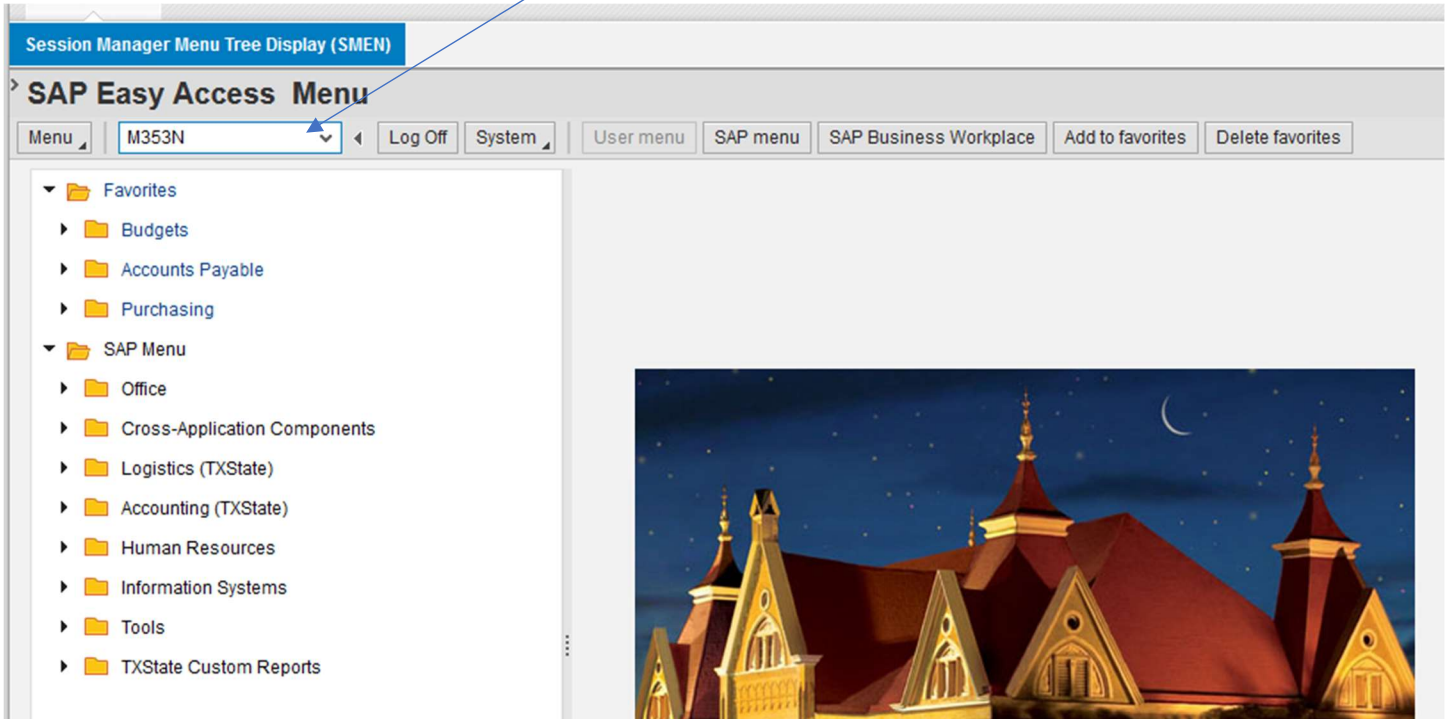


CANVAS

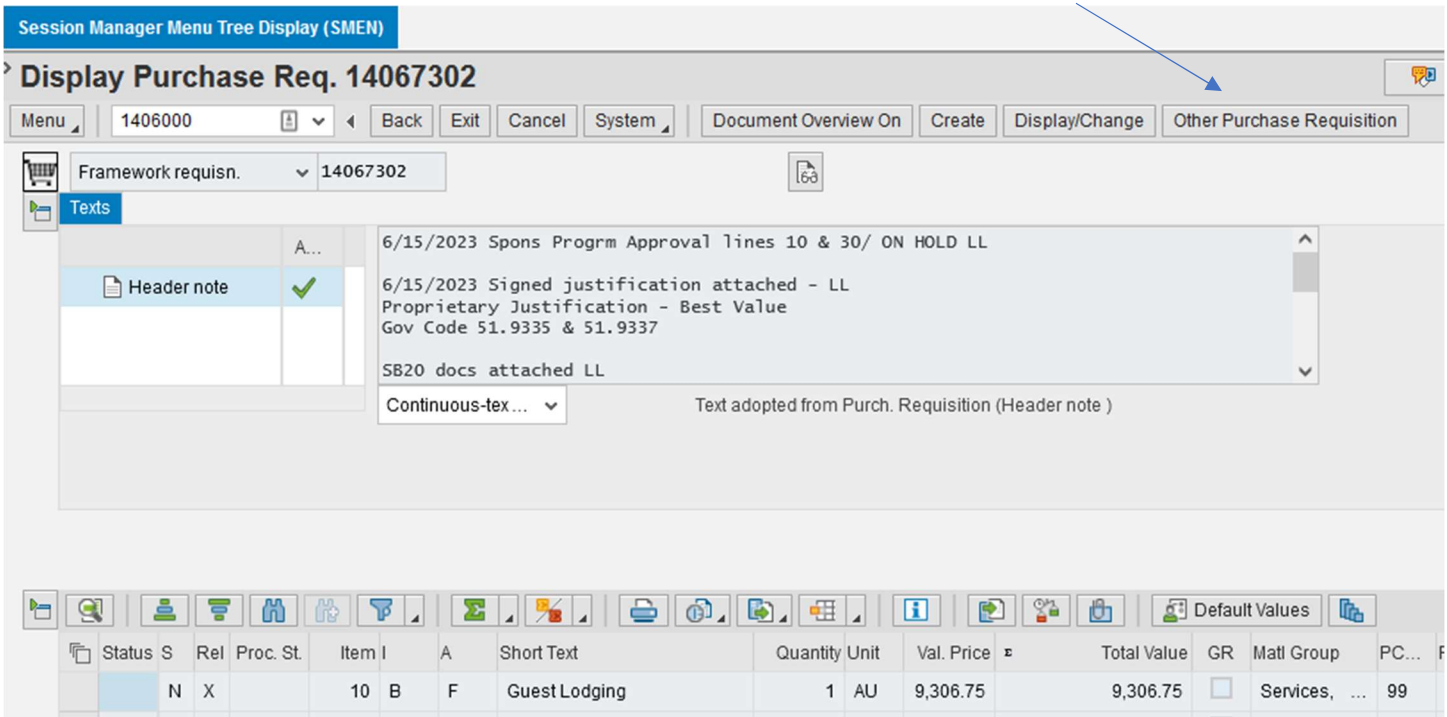
The General Business Tiles Come Up: [Select Easy Access = SAP PORTAL](#)



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

**Select Document** [X]

Purchase Requisition  [Copy]

Pur. Order

Purch. Requisition

SRM Contract

[Other Document] [X]

The Requisition populates: SELECT DISPLAY CHANGE

This makes the requisition *open to changes*.

**Display Purchase Req. 14060000** [X]

Menu [Dropdown] [Back] [Exit] [Cancel] [System] [Document Overview On] [Create] [Display/Change] [Other Purchase Requisition]

Framework requisn. 14060000 [Copy]

**Texts**

Header note [X] [Checkmark] National Student Exchange Membership for Texas State University  
July 1, 2021 - June 30, 2022  
Sarah at 5-4580

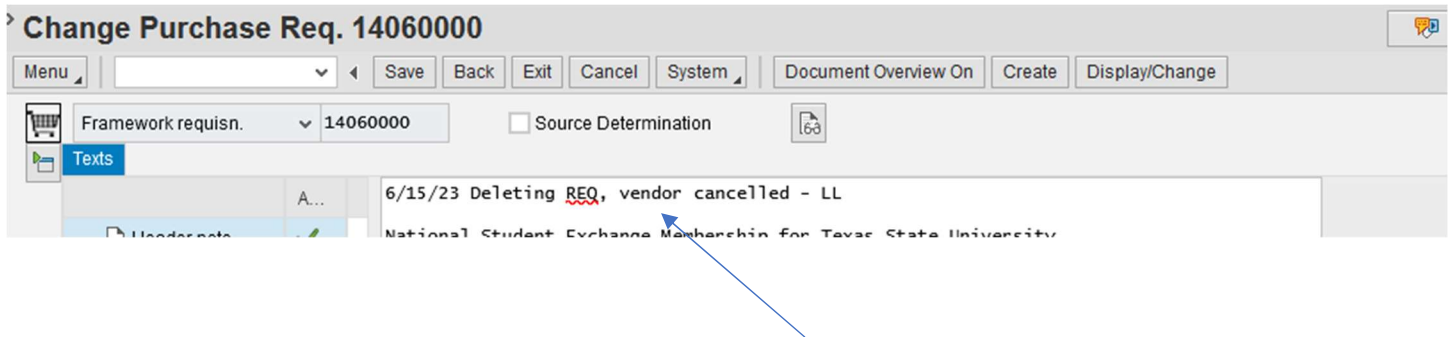
Continuous-text... [Dropdown] Text adopted from Purch. Requisition (Header note)

Status	S	Rel	Proc. St.	Item I	A	Short Text	Quantity	Unit	Val. Price	Total Value	GR	Matl Group	PC...
	B	2		10	K	Membership Fee	1	AU	927.15	927.15		Services, ...	99
										927.15			



**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](mailto: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!**