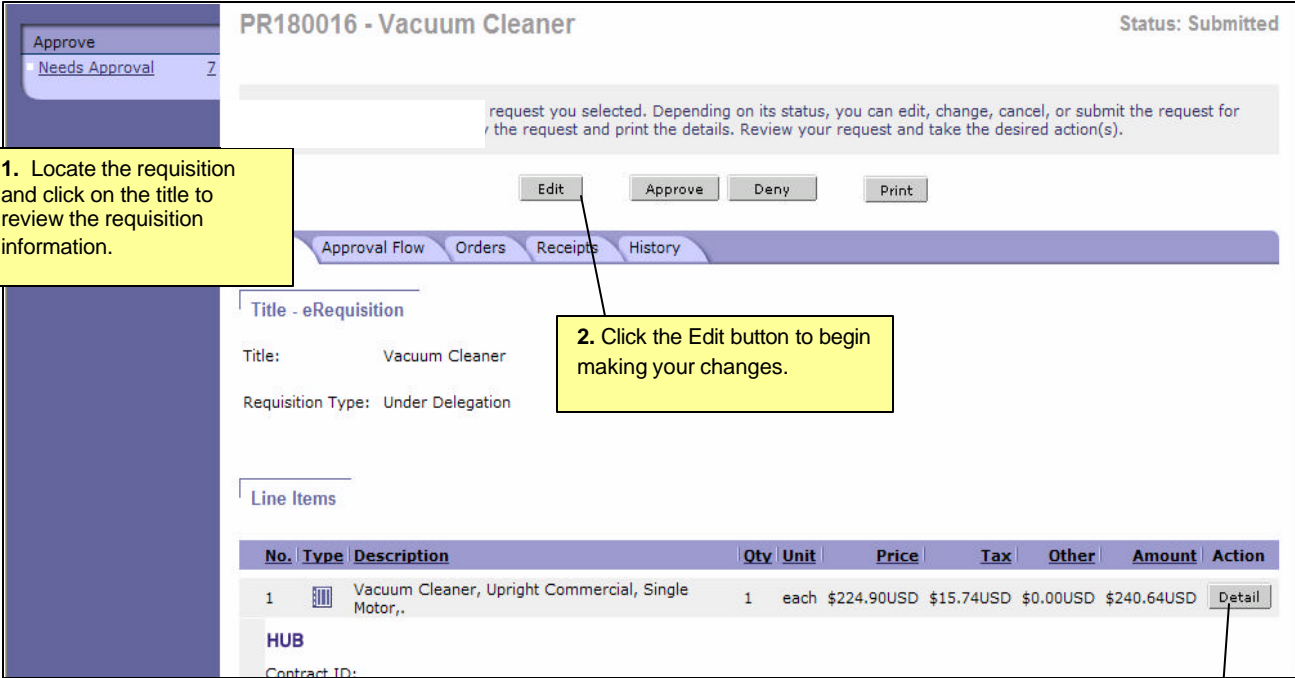


Editing a Requisition

Requisitions can only be changed in E-Procurement when the requisition is in 'Composing' or 'Submitted' status. Once the requisition is in 'Approved' status, it has been passed to Colleague and changes must be made there. The ability to edit a requisition in E-Procurement is available to the original requestor and users with the 'EPLite Purchasing Agent' role.



1. Locate the requisition and click on the title to review the requisition information.

2. Click the Edit button to begin making your changes.

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount	Action
1		Vacuum Cleaner, Upright Commercial, Single Motor, ..	1	each	\$224.90USD	\$15.74USD	\$0.00USD	\$240.64USD	Detail

3. Once the edits are complete, click the Save button to save all necessary changes.

Note: The Detail button will become an Edit button once the requisition is in edit mode.



No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount	Action
1		Vacuum Cleaner, Upright Commercial, Single Motor, ...	1	each	\$224.90USD	\$15.74USD	\$0.00USD	\$240.64USD	edit