

1. From your requisition tab, selection requisition to be updated and click on the Change button:

View

Indicates requisition with a pending change request.

Select requisition:      |

Requisition	Description
<input checked="" type="radio"/> 1026734	SERVICE AGREEMENT FOR ION TORRENT
<input type="radio"/> 1026687	cat#147032-Table, 1.0M X 1.0M (legs for optical table platform)

2. Answer yes to the question if this screen appears:

**Warning**

Please note the following:

If you continue, the requisition will be removed from the approval or order creation process so that you can make changes. Once you complete the checkout for the requisition, it is resubmitted for approval.

Would you like to continue?

3. In the next screen (Edit and Submit Requisition) select the requisition line to be updated and then click the update button:

**Edit and Submit Requisition 1026734**

\* Indicates required field

Total 23,684.56 CAD

\* Description

Select Lines    |

Details	Description	Quantity	Unit	Price	Amount (CAD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
<input checked="" type="checkbox"/>	SERVICE AGREEMENT	23684.56	Currency 1	1 CAD	23,684.56	19-Jul-2020 00:00:00	0600-1 <small>Enter one-time address</small>	3		
<b>Total</b>					23,684.56					

- From the next screen (Update Selected Line) you can update the requisition line information. Once you have made the appropriate changes, click the apply button, which will return you to the previous screen (Edit and Submit Requisition).

**Requisition Information : Update Selected line**

Item	Supplier	Delivery
* Description: SERVICE AGREEMENT FOR ION TORRENT-Valid. * Category: SCI.SERV * Amount: 23,684.56 * Currency: CAD	<input type="checkbox"/> New Supplier Supplier: Life Technologies Site: P-BURLINGTON Contact Name: Desk, Order Phone: 1-800 263-6236 Fax: 1-800 331-2286 Email: serviceproducts@lifetech Supplier Item: Manufacturer: Manufacturer Part Number:	* Need-By Date: 19-Jul-2020 00:00:00 Requester: TERI, NORA Deliver-To Location: 0600-1

**Notes**

Note To Buyer:

Note To Supplier:

Note To Receiver:

**Billing**

Line	UofG COA	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (CAD)	Delete
1	100.060006.000000.000000.62768 <small>Fund.Unit.Grant.Project.Object.TBA</small>						100	23684.56	23,684.56	
<b>Total</b>							100	23684.56	23,684.56	

**TIP** Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

- 5. From the Edit and Submit Requisition screen you can also update, add or delete attachments. For further details on attachments please see the iProcurement reference manual.

**Notes And Attachments**

**Notes**

Note To Buyer

**Requisition Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

[Return to Shopping](#)

Refresh

Save

Printable Page

Submit

- 6. Once you have completed your updates you can submit your updated requisition.