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

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

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

4. 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).

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.