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

   ![Requisition Tab Image]

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

   ![Warning Screen]

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 Screen]
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

<table>
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<tr>
<th>Title</th>
<th>Type</th>
<th>Description</th>
<th>Category</th>
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<th>Last Updated</th>
<th>Usage</th>
<th>Update</th>
<th>Delete</th>
<th>Publish to Catalog</th>
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No results found.

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