

Modifying a Requisition

Modifying a Requisition Overview



- + After you create a requisition, you can modify the requisition if it has not yet been approved by the final step (approver) of the approval (workflow) process the requisition is assigned to.

▼ AA-5-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	EPLUS ACCESS ONLY	12/17/2010	NOT SUBMITTED	5,100.00	
▼ AA-6-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	EPLUS ACCESS ONLY	12/21/2010	NOT SUBMITTED	5,100.00	

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- After you update a requisition, if you update any of the following information on the requisition, Procure+ re-routes it through the assigned approval process: bill-to center, approval class, requisition header or line item commodity class, tax (only if the updated value is greater than the original value), freight (only if the updated value is greater than the original value), extended cost, account code, new line appended.

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Requisitions

Requisition Number	Ship to Center	Bill to Center	Requester Name	Originator Name	Date Due	Status	Totals	N
AA-1-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	Test User	2/15/2008	READY TO PROCESS	5,100.00	
AA-2-0	Test Warehouse 1	WHOUSE TECH QA RIT	USER QA RIT	USER QA RIT	1/19/2009	PENDING ACTION	5,525.00	
AA-3-0	CENTER Y	CENTER Y	EPLUS ACCESS ONLY	EPLUS ACCESS ONLY	2/15/2010	REQUISITION DENIED	5,100.00	
AA-4-0	CENTER Y	CENTER Y	EPLUS ACCESS ONLY	EPLUS ACCESS ONLY	2/17/2010	CANCELLED	0.00	
AA-5-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	EPLUS ACCESS ONLY	12/17/2010	NOT SUBMITTED	5,100.00	
AA-6-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	EPLUS ACCESS ONLY	12/21/2010	NOT SUBMITTED	5,100.00	
AA-7-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	EPLUS ACCESS ONLY	12/21/2010	READY TO PROCESS	5,100.00	
AA-8-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	EPLUS ACCESS ONLY	12/22/2010	NOT SUBMITTED	5,100.00	
AA-9-0	Test Center 1	Test Center 1	EPLUS ACCESS ONLY	EPLUS ACCESS ONLY	2/18/2011	NOT SUBMITTED	5,100.00	

Modifying a Requisition

Selecting the Check Requisition Status Option



Home Requisitioning Purchasing Sourcing Inventory Invoicing Reporting Navigator

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Requisitions

Requisition Number	Ship to Center	Bill to Center	Requester Name
AA-1-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
AA-2-0	Test Warehouse 1	WHOUSE TECH QA RIT	USER QA RIT
AA-3-0	CENTERY	CENTERY	EPLUS ACCESS ONLY
AA-4-0	CENTERY	CENTERY	EPLUS ACCESS ONLY
AA-5-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
Approvals	Test CMC warehouse 1	Test CMC warehouse 1	Test User
Status	Test CMC warehouse 1	Test CMC warehouse 1	Test User
View Detail	Test CMC warehouse 1	Test CMC warehouse 1	Test User
Copy	Test CMC warehouse 1	Test CMC warehouse 1	Test User
Receive	Test Center 1	Test Center 1	EPLUS ACCESS ONLY
AA-10-0	Test Center 1	Test Center 1	EPLUS ACCESS ONLY

- + Use the **view detail** option under the requisition number you would like to modify.

Modifying a Requisition

Modifying the Requisition



- + To modify the order, select **Modify**.
- + Update the fields in the Order page of the requisition as needed.

Modify | Accounting | Notes | Print | Attachments | View Approvals | Transaction Summary | Advanced | Exit



Requisition Detail

Header | Address | Additional Info | Items

Requisition Header

Requisition Number: AA-1
Requisition Status: READY TO PROCESS
Date Due: 02/15/08 **Contract Requisition:**

Requisition Items

Item Number	Description	Quantity	U/M	Unit Price	U/M
1	TST	100.0000	EA	1.0000	EA
2	TST ITEM	25.0000	EA	200.0000	EA

Requisition Sub
Ship