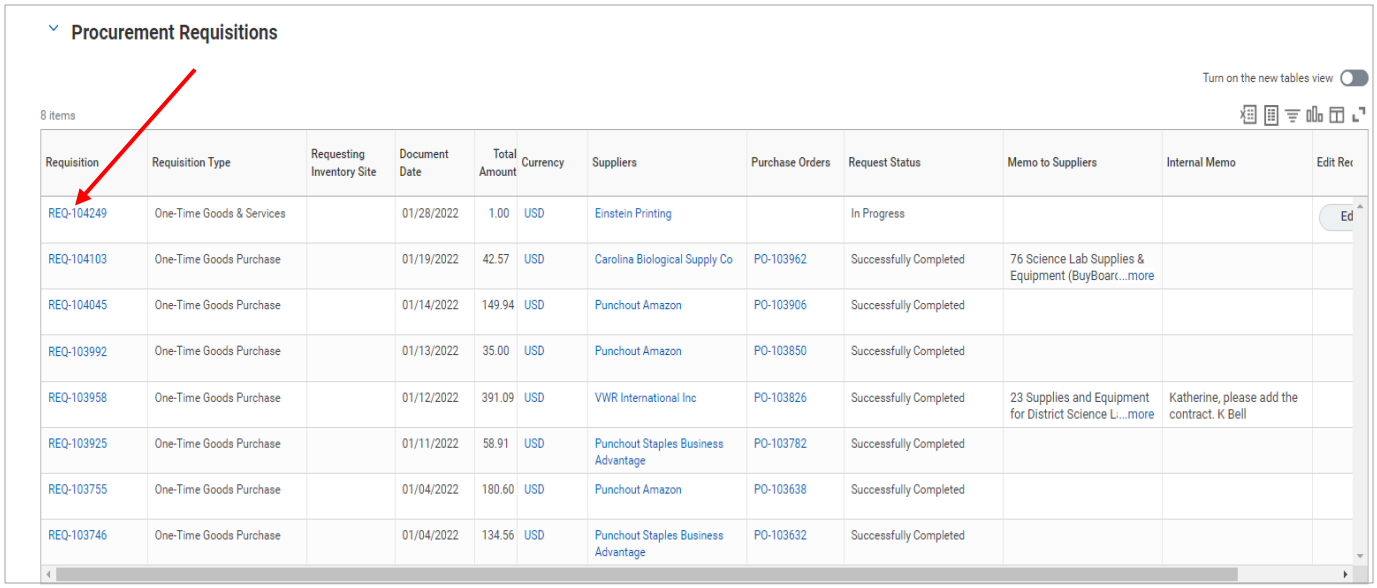
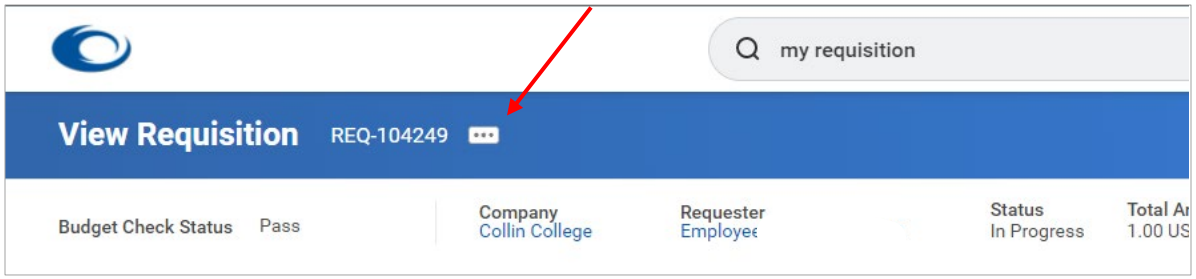
EDIT A REQUISITION – NOT PROCESSED

1. Follow the steps above for Finding a Requisition.
2. Select Requisition to edit.

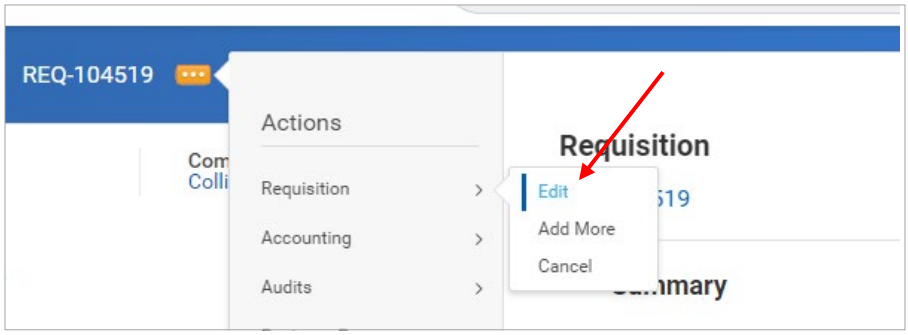


Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Rec
REQ-104249	One-Time Goods & Services		01/28/2022	1.00	USD	Einstein Printing		In Progress			Ed
REQ-104103	One-Time Goods Purchase		01/19/2022	42.57	USD	Carolina Biological Supply Co	PO-103962	Successfully Completed	76 Science Lab Supplies & Equipment (BuyBoarc...more		
REQ-104045	One-Time Goods Purchase		01/14/2022	149.94	USD	Punchout Amazon	PO-103906	Successfully Completed			
REQ-103992	One-Time Goods Purchase		01/13/2022	35.00	USD	Punchout Amazon	PO-103850	Successfully Completed			
REQ-103958	One-Time Goods Purchase		01/12/2022	391.09	USD	VWR International Inc	PO-103826	Successfully Completed	23 Supplies and Equipment for District Science L...more	Katherine, please add the contract. K Bell	
REQ-103925	One-Time Goods Purchase		01/11/2022	58.91	USD	Punchout Staples Business Advantage	PO-103782	Successfully Completed			
REQ-103755	One-Time Goods Purchase		01/04/2022	180.60	USD	Punchout Amazon	PO-103638	Successfully Completed			
REQ-103746	One-Time Goods Purchase		01/04/2022	134.56	USD	Punchout Staples Business Advantage	PO-103632	Successfully Completed			

3. Select the three dots beside the requisition number.



4. Hover over the caret for requisition and then select Edit.



5. Enter changes and submit.