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How do I... Review and Update an Existing Requisition

Review and Update Existing Requisition

[Review a Requisition](#)

Navigation: NavBar > Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

1. The **Requisition Inquiry** search page displays.
2. Enter **Business Unit**.
3. Enter additional search criteria to identify your requisition.
4. Select **OK**.

< Manager Self Service
Requisitions

Requisition Inquiry

Business Unit	<input type="text" value="WA170"/>		
Requisition ID	<input type="text" value="000003353"/>	To Req	<input type="text"/>
Requisition Name	<input type="text"/>	Req Status	<input type="text"/>
Requester	<input type="text"/>	Origin	<input type="text"/>
Requester Name	<input type="text"/>	Requisition Date	<input type="text"/>
Supplier SetID	<input type="text" value="WACTC"/>	Supplier Lookup	Supplier Lookup
Supplier ID	<input type="text"/>	Supplier Details	Supplier Details
Item SetID	<input type="text" value="WACTC"/>	Supplier Name	<input type="text"/>
Item Description	<input type="text"/>	Item ID	<input type="text"/>
Department	<input type="text"/>	<input type="checkbox"/> Direct Ship	

254 characters remaining

[Show Keyword Search](#)

Browse Articles

[For Students...](#)

[For Faculty...](#)

[For Employees...](#)

[For Managers...](#)



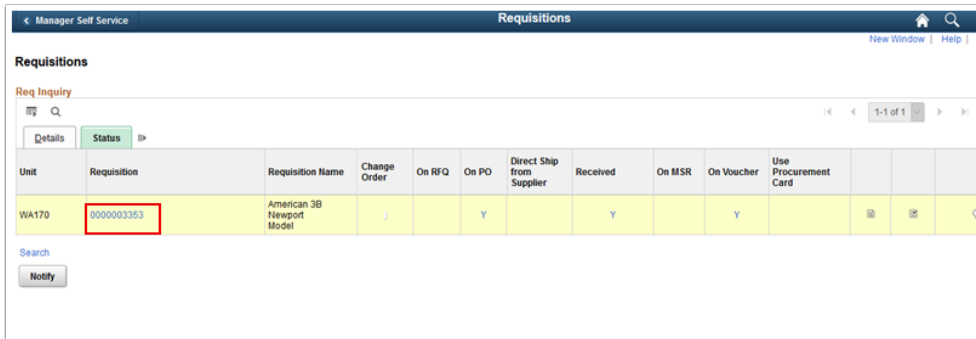
5. The **Requisitions Details** tab displays.

6. Select the **Status** tab.



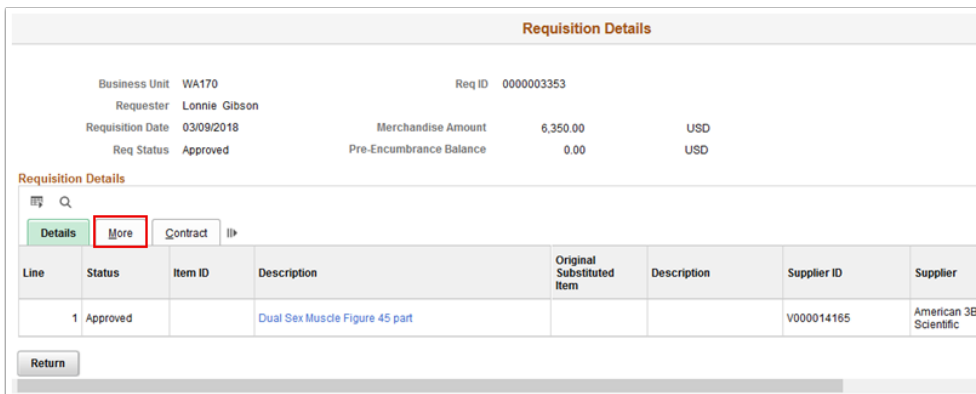
7. The **Status** tab displays.

8. Select the **Requisition ID**.



9. The **Requisition Details** window displays.

10. Select the **More** tab.



11. The **More** tab displays.



12. Select the **Contract** tab.

Requisition Details

Business Unit WA170 Req ID 000003353
 Requester Lonnie Gibson
 Requisition Date 03/09/2018 Merchandise Amount 6,350.00 USD
 Req Status Approved Pre-Encumbrance Balance 0.00 USD

Requisition Details

☰ Q

Details More **Contract** ⌵

Line	Status	Item ID	Description	Buyer	Supplier Item ID	GTIN	Supplier
1	Approved		Dual Sex Muscle Figure 45 part	101005241			

Return

13. The **Contract** tab displays.

14. Select **Return**.

Requisition Details

Business Unit WA170 Req ID 000003353
 Requester Lonnie Gibson
 Requisition Date 03/09/2018 Merchandise Amount 6,350.00 USD
 Req Status Approved Pre-Encumbrance Balance 0.00 USD

Requisition Details

☰ Q

Details More **Contract** ⌵

Line	Status	Item ID	Description	SetID	Contract ID	Contract Version	Contract L Nbr
1	Approved		Dual Sex Muscle Figure 45 part				

Return

15. Section complete.

Update a Requisition

Navigation: NavBar > Navigator > Purchasing > Requisitions > Add/Update Requisitions

- The **Requisitions** search page displays. Select **Find an Existing Value**. Enter search criteria to find the requisition:
 - If it didn't default, enter or select the business unit in the **Business Unit** field.
 - Enter additional search criteria or enter the Requisition number in the **Requisition ID** field.
 - Select **Search**.

Requisitions



Use the following search to look for an existing Requisition.

Find an Existing Value | [Keyword Search](#) | [Add a New Value](#)

▼ **Search Criteria**

Business Unit = ▾

Requisition ID begins with ▾

Requisition Name begins with ▾

Requisition Status = ▾

Origin begins with ▾

Requester begins with ▾

Requester Name begins with ▾

Hold From Further Processing

Case Sensitive

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)


2. The **Requisitions** page displays. You can access the **Change Order** button in the following ways:

1. Select the **Create Header Change** triangle.
2. Select the **Details** button next to the item number.
3. Select the line **Status** tab.

Note: If this triangle is not visible, it may be because your status is not approved.

Maintain Requisitions

Requisition

Business Unit WA170 Status Approved 

Requisition ID 0000003353 Track Batch 1

Requisition Name BPGF Test Req Hold From Further Processing

▼ **Header** ?

*Requester 101000000 101000000

*Requisition Date 08/07/2018 [Requester Info](#)

Origin ONL On Line Entry

Currency Code USD Dollar

[Requisition Defaults](#) [Edit Comments](#)

[Requisition Activities](#) [Add Request Document](#)

[Document Status](#)

[Current Change Reason](#)

Amount Summary ?

Total Amount 2,500.00 USD



Add Items From ? **Select Lines To Display** ?

[Purchasing Kit](#) [Catalog](#)


[Item Search](#) [Requester Items](#)


Search for Lines

Line To **Retrieve**

Line ? Personalize | Find | View All |  |  | First 1 of 1 Last

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	Item	Price	Merchandise Amount	Status
1				Speaking Services	5.0000	EA	005	500.00000	2,500.00	Approved	

[View Printable Version](#) [View Approvals](#) **Delete Requisition** *Go to ...More... 

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) 

3. A confirmation message will display. Select **Yes** to acknowledge the message.

Message

This action will create a change order. Continue? (10200,27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time.

4. The **Requisition** page displays. Use the **Details** section to change/update the requisition line item(s):
1. As appropriate, update the item quantity in the **Quantity** field.
 2. As appropriate, update the item price in the **Price** field.
 3. Select **Save**.

Maintain Requisitions

Requisition

Business Unit WA170 Status Approved ✘

Requisition ID 0000003353 Track Batch 1

Requisition Name BFFG Test Req Hold From Further Processing

Header

*Requester 101000000 101000000

*Requisition Date 08/07/2018 Requisition Info

Origin ONL On Line Entry

Currency Code USD Dollar

Requisition Defaults Edit Comments

Requisition Activities Add Request Document

Document Status **Amount Summary**

Current Change Reason Total Amount 4,000.00 USD

Add Items From **Select Lines To Display**

Purchasing Kit Catalog Search for Lines

Item Search Requisition Items Line: To: Retrieve

Line

Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Speaking Services	8.0000	EA	005	500.00000	4,000.00	Approved

View Printable Version View Approvals Delete Requisition *Go to ...More...

5. The **Reason Code Page** displays. Use it to enter your reason for modifying the requisition. Completion is mandatory.
1. If it didn't default, enter or select the reason in the **Reason Code** field. Doing so will populate the **Comment** field.
 2. Select **OK**.

Use the comment section to add individual details or justification of the change order.



6. The updated **Requisition** page displays. Note that the **Track Batch** field now reflects the number of times the Requisition has changed.

7. Process complete.

References

[SBCTC Purchasing Quick Reference Guides](#)

[SBCTC Chart of Accounts Crosswalk](#)



Categories

Procurement

Audience

For Employees

For Managers

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