Steps for Amending an IAS Requisition Post Award

1. Select the awarded Requisition to be amended by clicking on the requisition number
2. Click **Change** button
3. Edit the Need By, the Quantity or the Unit Price for each line item to be amended. These will be the only fields that are eligible to be changed. If accounting needs to be changed, the line on the award needs to be cancelled and a new requisition needs to be created.

Note: The "Cancel Line" check box. If a requisition has multiple line items and not all line items are awarded, this is how the requisitioner would cancel the unawarded line items. It would go to the Budget Approver to approve change.

4. Enter the Reason for the amendment
5. Click **Next** button
6. Edit the Approver List and enter a Note to Approver if necessary. This step is the same as a New Requisition.
7. Click **Next** button
8. Review the changes and click the **Submit** button.

Note: All changes will have a blue star next to them.

After submitting the requisition will have a blue dot next to the Status indicating that there is a change request in process.

There will be a link next to Change History. Clicking on that will give you the changes made and the status of those changes.