Steps for Amending an IAS Requisition Pre Award

Before you Begin!!

Prior to procurement award in IAS, any change can be made to the requisition. After procurement award, only the funding can be increased on the requisition.

Once you have initiated a change <u>you must completed the checkout process, and the requisition must be re-approved by the Budget Approver</u>. If you fail to complete the checkout process your requisition will remain in incomplete status.

It is important to keep the contracting office aware of the changes made to the requisition in order for them to refresh the data on the procurement award in IAS. Every change made to a requisition must also be refreshed on the procurement award in the contracting office.

1. Open the requisition you wish to change by clicking on the requisition number.
2. Click **Change** button
3. A warning message will appear, click **Yes** button to continue to load the Requisition into the shopping cart
4. Click **Checkout** button to review the entire requisition
5. Edit the following information, if necessary
    a. Need-by Date
    b. Deliver-To Location
    c. Transaction Code
6. To edit a Line Item, click **Edit Lines (Delivery, Billing, Accounts and Attachments)** button
7. Check the Select Box for the Line Item that requires changes, click **Update.** Edit one line item at a time for best results.
8. Make any changes necessary to the Line Item fields
9. Press **Tab** on your keyboard to update the Amount field.
10. Click on the Charge Account to update the funding information if necessary
11. Once the desired changes have been made, click **Return** button
12. Repeat steps 7 through 11 to change additional line items as necessary.
13. If no other changes are necessary, click the next **Return** button
14. If no other changes are necessary, check **Next** button
15. Complete checkout process as you would for a new requisition. Make sure you <u>fully complete the checkout process</u>. You will receive confirmation when the requisition change is submitted. The requisition number will stay the same.
16. The requisition will be sent to the Budget Approver to be re-approved.