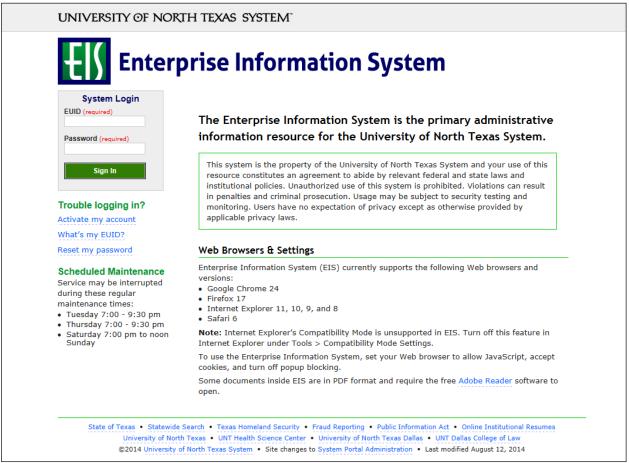
SOP #: 4.2.3.1	Area: Purchasing
Title: Editing Requisitions	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: N/A
Approval Date: 02-24-2016	Review Date: N/A

Title: Editing Requisitions

If a change needs to be made on a requisition before it has been sourced to a purchase order and sent to a vendor, it can be edited.

To edit a requisition, follow the steps below:

- 1. Enter EUID and Password.
- 2. Click Sign In.



3. Click Main Menu.

Favorites - Main Menu -				
ENTERPRISE INFORMATION test_POeProEntry on FSTSTU (easapp12) - 12	/03/2015 09:27:18	A	All 👻 Search	>>
Top Menu Features Description	0 •			
Our menu has changed!				
The menu is now located across the top of the page. Click on Main Menu to get	started.			
Highlights				
Recently Used pages now appear under the Favorites menu, located at the top left.	CRACLE reger to the free of Freedom (* 1) Freedom (* 1) Freedom (* 1) Control Holder Control Holder Cont			
Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.	ORACLE Type: Among File of major Marcine and the second			
Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.	CRACLE Type			

4. Navigate to **Manage Requisitions** by clicking on Employee Self-Service>Procurement> Manage Requisitions.

Favorites -	Main Menu 👻		
	Search Menu:		
ENTERPRISE INFORMATIC SYSTEM	· 02/06/2016 12:54:09	All - Search	Advanced Search
Top Menu Feat	Purchasing Travel and Expense Ce		
The menu is no	eProcurement services Procurement in Menu to get started.		
Highlights	Commitment Control		
Recently Used			
Favorites menu	Set Op Financials/Supply Chain F		
	Enterprise Components		
	Worklist		
	Reporting Tools		
Breadcrumbs			
path and give y subfolders.	Change My Password My Personalizations		
	My System Profile		
	My Dictionary		
Menu Search.			
	anead-which makes moing pages		

- 5. Verify that the information in the **Business Unit** and **Requester** fields is correct.
- 6. Enter the appropriate search date range into the **Date From** and **Date To** fields. **Note:** Leave the **Date From** and/or **Date To** fields blank to expand your search.
- 7. Click Search.

avorites 👻 🕴	Main Menu 👻 > Employee	e Self-Service 🗸 🚿	Procurement -				
ENTERPRISE INFORMATION SYSTEM	mmt0110 on FSTST	U (easapp12)	- 12/23/2015 11:39	:20	All 👻 Search		Advanced Search
anage Reg	uisitions						
anage iveq	uisitions						
Search Requ	isitions						
To locate requisit	ons, edit the criteria below and o	click the Search but	ton.				
Busines	s Unit SY769	Req	uisition Name				Q
Requisi	tion ID		Request State All but Co	omplete	✓ Budget	Status	~
Date	From 12/16/2015		Date To 12/23/201	5			
Rea	uester E15203		Entered By	Q		POID	Q
			-			· L	
Search	Clear	Show A	dvanced Search				
lequisitions 🕜							
	n and line items for a requisition another action on a requisition,			ist and click Go			
Reg ID	Requisition Name	BU Date	Request State	Budget	Total		
0000000115	Computer for Professor		2015 Open	Not Chk'd	1,150.00 USD [Sel	ect Action]	Go
0000000114	Comment Test		2015 Pending	Valid	100.00 USD [Sel		
000000114	Comment rest	51/09 12/18/	2015 Penuing	valid			
							4 0-
000000113	Computer Desk for Dr. D	SY769 12/18/	2015 Approved	Valid	600.00 USD [Sel	ect Action]	Go
00000001130000000112	Computer Desk for Dr. D Computer for Professor		2015 Approved 2015 Pending	Valid Valid	600.00 USD [Sel		Go
	Computer for Professor	SY769 12/18/		Valid			

8. Click the triangle icon hext to the **Req ID** to view the current status of the requisition. **Note:** The requisition's status screen will open.

Favorites - Main Menu - Employee	e Self-Service 🔻 > Procuremen	t v		
ENTERPRISE INFORMATION mmt0110 on FSTST	U (easapp12) - 12/23/201	5 11:39:20 A	I v Search	> Advanced Search
Manage Requisitions				
Search Requisitions				
To locate requisitions, edit the criteria below and o	click the Search button.			
Business Unit SY769	Requisition Name			Q
Requisition ID	Request State	All but Complete	Budget Status	~
Date From 12/16/2015	Date To	12/23/2015		
Requester E15203	Entered By	Q	POID	Q
Search Clear Requisitions ② To view the lifespan and line items for a requisition, to edit or perform another action on a requisition,				
Req ID Requisition Name	BU Date Request			
0000000115 Computer for Professor	SY769 12/21/2015 Open	Not Chk'd	,150.00 USD [Select Action]	Go
0000000114 Comment Test	SY769 12/18/2015 Pending	Valid	100.00 USD [Select Action]	Go
0000000113 Computer Desk for Dr. D	SY769 12/18/2015 Approve	d Valid	600.00 USD [Select Action]	Go
0000000112 Computer for Professor	SY769 12/18/2015 Pending	Valid	,150.00 USD [Select Action]	Go
Create New Requisition Review Char	nge Request Review	/ Change Tracking Manag	e Receipts Requisition Report	

9. Select **Edit** from the requisition's associated dropdown menu.

	mmt0110 on FST	STU (easapp12) - (02/19/2016 13	3:50:11	A	II 🔻 Searc	h	2	Advanced Search
anage Req	nuisitions								
inage rice									
Search Requ	uisitions								
	tions, edit the criteria below a								
	ss Unit SY769	Requis	sition Name						Q
Requisi	ition ID	C Re	quest State All b	out Complet	e '	✓ Bu	dget Status		~
Date	e From 02/18/2016	31	Date To 02/1	9/2016	31				
Reg	uester E92200	Q	Entered By		Q		PO ID		Q
Search	Clear	Show Adva	inced Search						
equisitions 🕜	2								
	an and line items for a requis	tion, click the Expand tria	nalo icon				Approvals		Go
	another action on a requisiti			own list and	I click Go.		Copy Edit		Gu
Reg ID	Requisition Name	BU Date	Request Stat	ie E	Budget Total		View Cycle		Go
000000154	Computer for Professor	SY769 02/19/201	6 Pending	V	'alid '	,150.00 USD			
Requ	ester Business Services-Ge		Thomas,Meesha	Meoria	Priority Medium		[Select Action]	Go
Pre-Ei	ncumbrance Balance	Not Available							
Pre-Ei	ncumbrance Balance	Not Available				<u>A</u>		5	
		Inventory	Purchase Orders	Change Request	Receiving	Returns		Payment	
*	on Approvals		Purchase		-2 QF-	Returns		Payment	
Requisitio	on Approvals		Purchase		Receiving	Returns	Invoice	Payment	Last
Request Lifes	on Approvals		Purchase	Request	Receiving	alize Find	Invoice		Last
Requisitio Request Lifesj Line Informa	an Approvels pan: ation Description	Inventory	Purchase Orders	Request	Receiving	alize Find Supplier	Invoice		Last
Requisitio Request Lifest Line Information	on Approvels pan: attion Description P Dell Desktop Computer	Inventory Status	Purchase Orders Price	Request	Receiving Person: Quantity UOM	alize Find Supplier Summus Summus	Invoice Invoice First Industries Inc Industries Inc	1-2 of 2	Last
Requisitio	Approvals par: ation Description Dell Desktop Computer Dell Keyboard	Inventory Status Pending Approval Pending Approval	Purchase Orders Price 1000.00000	Request USD USD	Receiving Person: Quantity UOM 1.0000 EA	alize Find Supplier Summus Summus	Invoice	 1-2 of 2 €	Last

10. Click Go.

-1)	ENTERPRISE INFORMATION SYSTEM	mmtu110 on FS	1510 (ea	isapp12) - 12/23/20	15 11:3	9120		All 👻	Search		- L	Advanc	196
Ma	nage Req	uisitions											
*	Search Requ	isitions											
To	locate requisit	ons, edit the criteria below	w and click th	e Search button									
	Busines	s Unit SY769	Q	Requisition Nan	e								a
	Requisi	tion ID	Q.	Request Sta	All but	Complete		~	Bud	get Status			~
	Date	From 12/16/2015	1	Date 1	0 12/23/2	015	8			instruction to			
	Req	uester E15203	a	Entered E	v		a			PO ID			9
	Search	Clear	atta con e	Show Advanced Sea	ch								
Da	quisitions (?												
			Antonia antonia										
		n and line items for a reg another action on a regui		the Expand triangle icon. a selection from the Action	dropdowr	list and click	Go.						
	Reg ID	Requisition Name	BU	Date Requ	st State	Budget		Total					
Þ	0000000115	Computer for Professor	SY7	69 12/21/2015 Open		Not Ch	k'd	1,150.0	a usp	Select Action]	~	Go	
þ.	0000000114	Comment Test	SY7	69 12/18/2015 Pendi	ng	Valid		100.0	o usp	Select Action]	~	Go	
v	0000000113	Computer Desk for Dr. I	D SY7	59 12/18/2015 PO(s)	Created	Valid		600.0	USD E	dit	~	Go	
		ster Facilities Maintenal cumbrance Balance	nce Not Avail	Entered By Thomas, Mable	eesha Me	oria	Priority Med	ium					
	*		Ű.			1	Se .		sall.	52		-	
	Reguisitio	n Approvals	Inve	ntory Purchase		Change	Receiving	B	letums	Invoice	Payment	12	
			anve	Orders		Request	1 million and a second s			111000	Carlosoft.		
	Request Lifes						1.00		-	· Note	a contraction of the second		
	Line Inform							ersonalize		First	 1-2 of 2 (b) 	Last	
	Line	Description	Statu	s Price		Quantity	UC	M Sup	plier				
	1	Computer Desk	POC	reated 500.00000	USD		1 0000 E/	Sun	nmus Indu	stries Inc	×		
	2 8	P Dell Printer	PO C	reated 100.00000	USD		1.0000 EA	A Sun	nmus Indu	stries Inc	×		
		Computer for Professor	SY7	69 12/18/2015 Pendi		Valid		4 450 0		Select Action]	~	Go	

11. Click **OK**.

	mmt0110 on FST				4:25	All • S	earch.		anced Search		
EVETEM	initia in the second second	o to (enoo)	april or	and a return				12 1000	sinced Genero		
Manage Requ	isitions										
· Search Regula	litions										
	s, edit the criteria below a	and click the Se	arch button.								
	Unit SY769	Q	Requisition	n Name					Q		
Requisitio	n 10	a	Reque	st State All but C	Complete	~	Budget Status		~		
Date F	rom 02/12/2016		24	Date To 02/19/20	116						
Reque	ster E92200	a	Ente	ered By	Q		POID		a		
To edit or perform as	and line items for a requisit tother action on a requisit Requisition Name		ection from the		list and click Go. Budget	Total					
	Computer for Professor		02/19/2016		Valid	1,150,00 1	so Edit	- Go	1		
0000000153		SY769	02/19/2016		Valid	Message					1
0000000152	computer for Dr Phil	SY769	02/18/2016	Plending	Valid	This requisition	in is pending approval. Ec	iting this requisition m	ay reinitialize approval proc	ess. (18036,6248)	
route New Requisiti	an Review	Change Reque	st	Review Change	r Tracking	мок	Gancel				

- 12. Change Ship To, Due Date, or Quantity fields as appropriate.
- 13. Click the item name under the **Description** category.

	uisition - Review an					
Requisition		out of approved.		My Prefere	nces Requisition Settings	
	Business Unit	SY769	Univ. of North Texas System	Requisition Name	Computer Desk for Dr. Davis	Comparison of
	Requester	E15203	Facilities Maintenance	Requisition ID		Copy Bid Vendors Delete Bid Vendor
	Currency	USD		Priority	Medium V Custom Fields	Refresh
	T-111			-Q+		
	ry: Total Amount 600.00 USD to review shipping and account	ing details		140	Add More Items	First 🛞 1 to 2 of 2 🕟 Last
Requisitio	n Lines (7)					
Line	Description	Item ID	Supplier	Quantity UOM	Price	Total Details Comments Bid Tab Delete
- 1	Computer Desk		Summus Industries Inc	1.0000] Each	500.0000	500.00 🐘 🖓 Add 📾
	Shipping Line 1	*Ship To	US8 135 Q	Add Shipto Comments	Quantity 1.0000	
		Address	UNT Central Receiving Denton, TX 76205	Add One Time Address	Price 500,0000	Price Adjustment Pegging Inquiry
		Attention To	Facilities Maintenance			Pegging Workbench
		Due Date	12/31/2015			Custom Fields
		Accounting Lines				
▼□2	Dell Printer		Summus Industries Inc	1.0000 Each	100.0000	100.00 🏬 🖓 Add 🍘
	Shipping Line 1	*Ship To	USB 135 Q	Add Shipto Comments	Quantity 1.0000	+
		Address	UNT Central Receiving Denton, TX 76205	Add One Time Address	Price 100.0000	Price Adjustment Pegging Inquiry
		Attention To	Facilities Maintenance			Pegging Workbench
		Due Date	12/31/2015			Custom Fields
		Accounting Lines				

14. Change information in fields as needed.

Favorites - Main Menu - A	Employee Self-Service -> Procur	ement 🗸 > Manage Requisiti	ons > Requisition		
ENTERPRISE INFORMATION mmt0110 on	FSTSTU (easapp12) - 12/2	3/2015 13:48:17	All 👻 Sear	ch	Advanced Search
Edit Requisition ②					
Welcome Facilities Maintenance		🙆 Home 🏄 M	y Preferences 🗱 Requisition	Settings 🚆 2 Lines	Checkout
Request Options	Search	~		Search	Advanced Search
All Request Options	New Requisition				
ePro Services New Requisition	*Goods/Service Description	Computer Desk	*Unit of Measure	EA	
Web	Quantity Amount	500.0000	*Currency Code	USD	
Forms	*Category	204-64			
Favorites	Supplier ID	0000006227 Q		Suggest New Supplier	
Recently Ordered		Summus Industries Inc			
External Catalogs	Quote Number Beginning Date	8888888888 ? 12/25/2015 ?	Quote Date Date of Completion	12/18/2015 12/31/2015	
	Additional Information				
			<u>5</u>		
	Send to Supplier	Show at Receip	Show at	t Voucher	
	Apply				

15. Click Apply.

Favorites - Main Menu - E	Employee Self-Service
ENTERPRISE INFORMATION mmt0110 on F	FSTSTU (easapp12) - 12/23/2015 13:48:17 All Version Search Advanced Search
Edit Requisition ②	
Welcome Facilities Maintenance	A Home A My Preferences A My Preferences A Requisition Settings A My <u>2 Lines</u> Checkout
Request Options	Search All Advanced Search Advanced Search
All Request Options ePro Services	New Requisition *Goods/Service Computer Desk
New Requisition	Quantity 2 *Unit of Measure EA
Web	Amount 750.00 *Currency Code USD
Forms	*Category 204-64 Q
Favorites	Supplier ID 000006227 Q Suggest New Supplier
Recently Ordered	Supplier Name Summus Industries Inc Q
External Catalogs	Quote Number 8888888888 ? Quote Date 12/18/2015
, i i i i i i i i i i i i i i i i i i i	Beginning Date 12/25/2015 ? Date of Completion 12/31/2015 🛱 ?
	Additional Information
	Send to Supplier Show at Receipt Show at Voucher
	Apply

16. Click Save & submit.

INFORMATION mmt0110 on	FSTSTU (easapp12) - 12/2	23/2015 13:48:17	All - Search	>> A	Ivanced Search
view the item information and submit t	he req for approval.			5/12	
quisition Summary			* My Preferen	ces Requisition Settings	
Business Ur	iit SY769	Univ. of North Texas System	Reguisition Name	Computer Desk for Dr. Davis	
Reques	er E15203	Facilities Maintenance	Requisition ID	0000000113	Copy Bid Vendors
Curren	CY USD		Priority	Medium 🗸	Delete Bid Vend Refresh
				Custom Fields	Reiresn
Summary: Total Amount 1,600.00			ф	Add More Items	
and lines to review shipping and acco	unting details				First 🕢 1 to 2 of 2 🕟 Last
culsition Lines (2) Line Description	Item ID	Supplier	Quantity UOM	Price	Total Details Comments Bid Tab Dele
	item its	Summus Industries Inc	2.0000 Each	750.0000	1500.00 R Q Add @
🔲 1 🍰 Computer Desk					
Shipping Line 1	*Ship To	USB 135	Add Shipto Comments	Quantity 2.0000	+
	Address	UNT Central Receiving Denton, TX 76205	Add One Time Address	Price 750.0000	Price Adjustment
	Attention To	Facilities Maintenance			Pegging Inquiry Pegging Workbench
	Due Date	12/31/2015			Custom Fields
	Accounting Lines				
🗌 2 🎲 Dell Printer		Summus Industries Inc	1.0000 Each	100.0000	100.00 陆 🖓 Add 📾
Shipping Line 1	*Ship To	USB 135	Add Shipto Comments	Quantity 1.0000	+
Shipping Line 1	Address	UNT Central Receiving	Add One Time Address	Price 100.0000	Price Adjustment
		Denton, TX 76205			Pegging Inquiry
	Attention To	Facilities Maintenance			Pegging Workbench
	Due Date	12/31/2015			Custom Fields
	h. Accounting Lines				
Select All / Deselect All	Accounting Lines Select lines to:	Add to Favorites 😨 Add to T	'emplate(s)	Total Amoun	1,600.00 USD
Select All / Deselect All pping Summary		Add to Favorites 🔯 Add to T	'emplate(s) 👔 Delete		1,600.00 USD
		Add to Favorites 🕼 Add to T	emplate(s)	Total Amoun	1,600.00 USD
Edit for All Lines Ship To Location Address Attention To Comments quisition Comments and Attachmen	Select lines to:	Add to Favorites 🕅 Add to T	emplate(s)	Total Amoun	1,600.00 USD
Edit for All Lines Ship To Location Address Attention To Comments autistion Comments and Attachmet Enter requestion comments	USB 135 UNT Central Receiving Denton, TX: 76205 Facilities Maintenance	Add to Favorites Add to T		Total Amoun	1,600.00 USD
Edit for All Lines Ship To Location Address Attention To Comments adjustion Comments and Attachme Enter reguistion comments The vendor offered a deal of 2 for	USB 135 UNT Central Receiving Denton, TX: 76205 Facilities Maintenance	re now buying 2, and the requisition h		Total Amoun	t 1,600.00 USD e Not Available
Edit for All Lines Ship To Location Address Attention To Comments autistion Comments and Attachme Enter reguistion comments The vendor offered a deal of 2 for Dest Contact: Sarah I Contact Physics	USB 135 UNT Central Receiving Denton, TX 76205 Facilities Maintenance	re now buying 2, and the requisition h		Total Amoun Pre-Encumbrance Balanc	t 1,600.00 USD e Not Available
Edit for All Lines Ship To Location Address Attention To Comments ausition Comments and Attachme Enter requisition comments The vendor offered a deal of 2 for Quer, Contact: Sarah I Contact Pho Send to Supplier	USB 135 UNT Central Receiving Denton, TX 76205 Facilitios Maintenance	re now buying 2, and the requisition ha arahijones@unt.edu I		Total Amoun Pre-Encumbrance Balanc	t 1,600.00 USD e Not Available
Edit for All Lines Ship To Location Address Attention To Comments Enter requisition Comments The vendor offered a deal of 2 for Dept Contact: Sarah I Contact Phy Send to Supplier Server J Justification Enter approval justification for this i	Select lines to:	Ite now buying 2, and the requisition has sarahiones@unt.edu I		Total Amoun Pre-Encumbrance Balanc	t 1,600.00 USD e Not Available
Edit for All Lines Ship To Location Address Attention To Comments autistion Comments The venoor offered a deal of 2 for Dead Contact: Sarah I Contact Pho Sendor Supplier Server Justification Enter approval justification for this I Dept Contact: Sarah I Contact Pho Sendia To Supplier	UBB 135 UNT Central Receiving Denton, TX 76205 Facilities Maintenance S750, Instead of 1 for \$500, so we a ine: 940-555-5555(Contact Email: e equisition mo: 940-955-5555(Contact Email: e equisition mo: 940-955-5555(Contact Email: e)	rre now buying 2, and the requisition has sarahiones@unt.edu 1 □ Shown at Voucher ====================================	as been edited accordingly.	Total Amoun Pre-Encumbrance Balanc	t 1,600.00 USD e Not Available
Ping Summary Edit for All Lines Ship To Location Address Attention To Comments and Attachmet Enter requisition comments The vendor offered a deal of 2 for Dest Contact: Sarah I Contact Phy Contact: Sarah I Contact Phy Propose Statement: This purchase	USB 135 USB 135 UST Central Receiving Denton, TX 76205 Facilities Maintenance 15 S750, Instead of 1 for \$500, so we a ne: 940-555-55551 Contact Email: t Stow at Receipt equilation ne: 940-655-65551 Contact Email: t equilation	rre now buying 2, and the requisition has sarahjones@unt.edu 1 ☐ Shown at Voucher amatijones@unt.edu 1 shops	as been edited accordingly.	Total Amoun Pre-Encumbrance Balanc	t 1,600.00 USD e Not Available

Note: The Confirmation screen will open.

The edited requisition will be re-routed through the normal approval process. When a requisition has been changed, the system displays the **Change Request/Line Approval Summary** area, which provides details about the changes that have been made to the requisition.

Favorites Main Menu Favorites Favorites Main Menu Favorites Favorites Main Menu Favorites Favorites									
EIS #	ENTERPRISE NFORMATION M SYSTEM	mt0110 on FST	FSTU (easapp12) - 12/23/2015 13:48:17	All	✓ Search		Advanced Search	
Confirmation									
Your requisition has been submitted.									
		d For Facilities Ma			Number of Lines	2			
		Name Computer De				Total Amount 1,600.00 USD Approval Justification			
	-	on ID 0000000113 s Unit SY769			Dept Contact: Sarah I Co Contact Email: sarahione	Dept Contact: Sarah I Contact Phone: 940-555-55551 Contact Email: sarahjones@unt.edu I Special			
	Status See Lines				Instructions: Please email order ships Purpose State	Instructions: Please email the address above when the order ships Purpose Statement: This purchase will			
	P	iority Medium			which could result in gran	allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.			
	Budget §	tatus Valid			the ONT System.	ure Oni System.			
Track Batch 1									
Sever wrintable version detection the check Budget the Pre-Check Budget									
Purchasing Approval									
Computer Desk for Dr. Davis:Pending View/Hide Comments									
UNTS Buyer Approval Pending Wultiple Approvers Buyer Requisition WF Approval									
Comment History									
UNTS Dept ID - ePro									
	Line 1:			Stert New Path					
	Computer E UNTS Department			Start New Path					
	►→ Not Rout ePt	ted her, Donna Brooks o Req Dept Manager	-+						
	Comment History								
	Line 2:1 Dell Printer	nitiated		View/Hide Comments					
	UNTS Department	Approval							
		ted her,Donna Brooks o Req Dept Manager	-+						
	Comment History								
▼ Change Request/Line Approval Summary Personalize View All [] 1 of 1									
Line	Item Descriptio	n	Change Request	Line Re-App	roval				
1 Computer Desk Created Routed for Approval									
Apply Approval Changes									
Create New Requisition									