

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**.

UNIVERSITY OF NORTH TEXAS SYSTEM



Enterprise Information System

The Enterprise Information System is the primary administrative information resource for the University of North Texas System.

This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

System Login

EUID (required)

Password (required)

Sign In

Trouble logging in?
[Activate my account](#)
[What's my EUID?](#)
[Reset my password](#)

Scheduled Maintenance
Service may be interrupted during these regular maintenance times:

- Tuesday 7:00 - 9:30 pm
- Thursday 7:00 - 9:30 pm
- Saturday 7:00 pm to noon Sunday

Web Browsers & Settings

Enterprise Information System (EIS) currently supports the following Web browsers and versions:

- Google Chrome 24
- Firefox 17
- Internet Explorer 11, 10, 9, and 8
- Safari 6

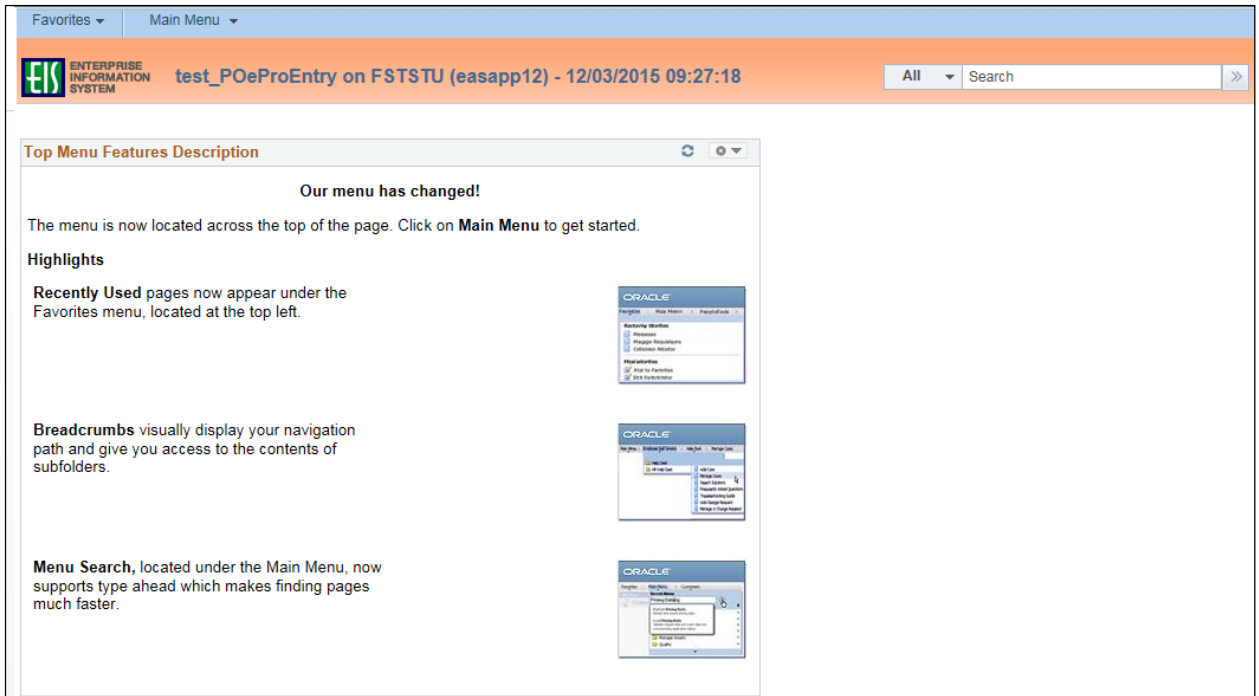
Note: Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.

To use the Enterprise Information System, set your Web browser to allow JavaScript, accept cookies, and turn off popup blocking.

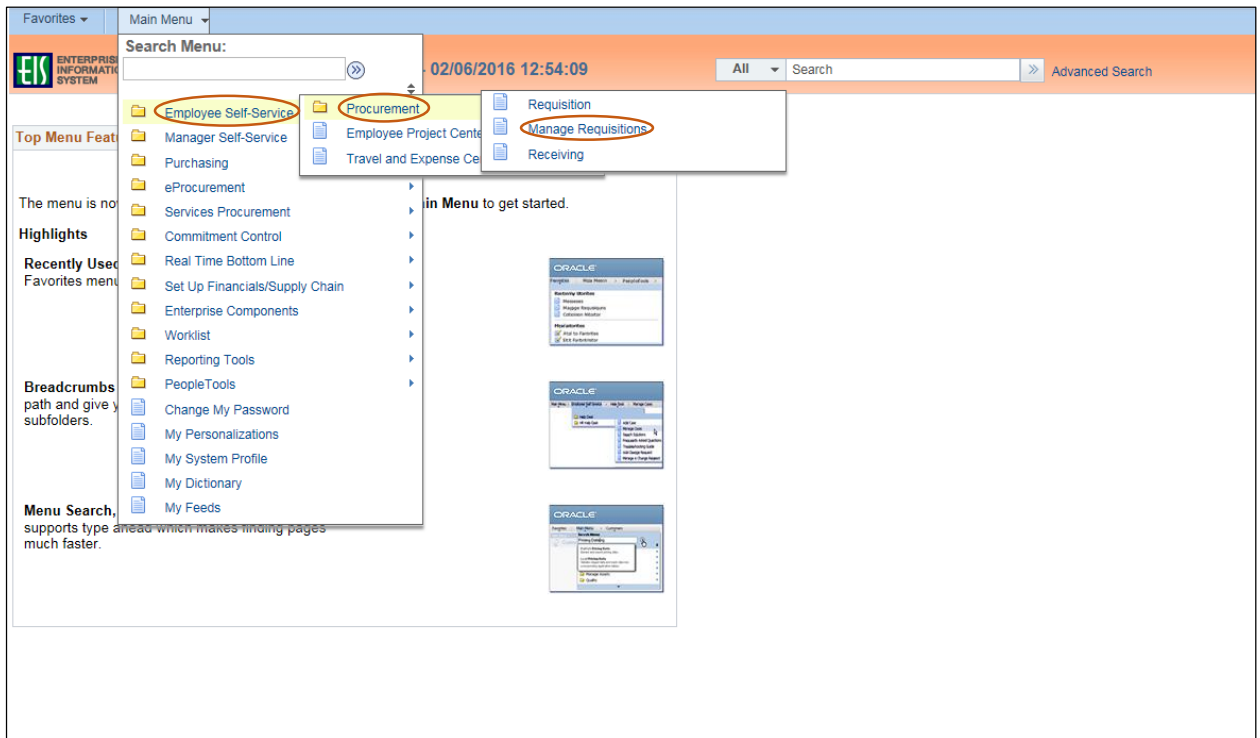
Some documents inside EIS are in PDF format and require the free [Adobe Reader](#) software to open.

[State of Texas](#) • [Statewide Search](#) • [Texas Homeland Security](#) • [Fraud Reporting](#) • [Public Information Act](#) • [Online Institutional Resumes](#)
[University of North Texas](#) • [UNT Health Science Center](#) • [University of North Texas Dallas](#) • [UNT Dallas College of Law](#)
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3. Click **Main Menu**.



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



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**.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SY769 Requisition Name:

Requisition ID: Request State: All but Complete Budget Status:

Date From: 12/16/2015 Date To: 12/23/2015 PO ID:

Requester: E15203 Entered By:

 [Show Advanced Search](#)

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 000000115	Computer for Professor ...	SY769	12/21/2015	Open	Not Chk'd	1,150.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 000000114	Comment Test	SY769	12/18/2015	Pending	Valid	100.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 000000113	Computer Desk for Dr. D...	SY769	12/18/2015	Approved	Valid	600.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 000000112	Computer for Professor ...	SY769	12/18/2015	Pending	Valid	1,150.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

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

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SY769 Requisition Name:

Requisition ID: Request State: All but Complete Budget Status:

Date From: 12/16/2015 Date To: 12/23/2015 PO ID:

Requester: E15203 Entered By:

 [Show Advanced Search](#)

Requisitions

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Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 000000115	Computer for Professor ...	SY769	12/21/2015	Open	Not Chk'd	1,150.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 000000114	Comment Test	SY769	12/18/2015	Pending	Valid	100.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 000000113	Computer Desk for Dr. D...	SY769	12/18/2015	Approved	Valid	600.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 000000112	Computer for Professor ...	SY769	12/18/2015	Pending	Valid	1,150.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

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

The screenshot shows the 'Manage Requisitions' page in the EIK Enterprise Information System. The search criteria are: Business Unit SY769, Requisition Name Computer for Professor..., Request State All but Complete, Budget Status, Date From 02/18/2016, Date To 02/19/2016, Requester E92200, and Entered By Thomas, Meesha Meoria. The requisition details for 000000154 are shown, including a request lifecycle diagram and a table of line items. A dropdown menu is open over the 'Request State' column of the line items table, with 'Edit' highlighted.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
000000154	Computer for Professor ...	SY769	02/19/2016	Pending	Valid	1,150.00 USD

Line	Description	Status	Price	Quantity	UOM	Supplier
1	Dell Desktop Computer	Pending Approval	1000.00000 USD		1.0000 EA	Summus Industries Inc
2	Dell Keyboard	Pending Approval	150.00000 USD		1.0000 EA	Summus Industries Inc

10. Click **Go**.

The screenshot shows the 'Manage Requisitions' page with search criteria: Business Unit SY769, Requisition Name Computer for Professor..., Request State All but Complete, Budget Status, Date From 12/16/2015, Date To 12/23/2015, Requester E15203, and Entered By Thomas, Meesha Meoria. The requisition details for 000000113 are shown, including a request lifecycle diagram and a table of line items. A dropdown menu is open over the 'Request State' column of the line items table, with the 'Go' button highlighted.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
000000115	Computer for Professor ...	SY769	12/21/2015	Open	Not Chkd	1,150.00 USD
000000114	Comment Test	SY769	12/18/2015	Pending	Valid	100.00 USD
000000113	Computer Desk for Dr. D...	SY769	12/16/2015	PO(s) Created	Valid	600.00 USD

Line	Description	Status	Price	Quantity	UOM	Supplier
1	Computer Desk	PO Created	500.00000 USD		1.0000 EA	Summus Industries Inc
2	Dell Printer	PO Created	100.00000 USD		1.0000 EA	Summus Industries Inc

11. Click **OK**.

The screenshot shows the 'Manage Requisitions' page in the EIS system. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', and 'Procurement'. The user is logged in as 'mmt0110 on FSTSTU (easapp12)' on '02/19/2016 14:34:25'. Below the navigation is a search bar and an 'Advanced Search' link.

The main section is titled 'Manage Requisitions' and contains a 'Search Requisitions' form. The form has several input fields: Business Unit (SY769), Requisition Name, Request ID, Request State (All but Complete), Budget Status, Date From (02/12/2016), Date To (02/19/2016), Requester (E92200), Entered By, and PO ID. There are 'Search', 'Clear', and 'Show Advanced Search' buttons.

Below the search form is a table of 'Requisitions'. The table has columns for Reg ID, Requisition Name, BU, Date, Request State, Budget, and Total. A message dialog box is overlaid on the table, displaying the text: 'This requisition is pending approval. Editing this requisition may reinitiate approval process. (18036,0248)'. The dialog has 'OK' and 'Cancel' buttons.

12. Change **Ship To**, **Due Date**, or **Quantity** fields as appropriate.

13. Click the item name under the **Description** category.

The screenshot shows the 'Edit Requisition - Review and Submit' page. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Procurement', 'Manage Requisitions', and 'Requisition'. The user is logged in as 'mmt0110 on FSTSTU (easapp12)' on '12/23/2016 13:48:17'. Below the navigation is a search bar and an 'Advanced Search' link.

The main section is titled 'Edit Requisition - Review and Submit' and contains a 'Requisition Summary' form. The form has several input fields: Business Unit (SY769), Requisition Name (Computer Desk for Dr. Davis), Requisition ID (000000113), Requester (E15203), Priority (Medium), Currency (USD), and Attention To (Facilities Maintenance). There are 'Copy Bid Vendor', 'Delete Bid Vendor', and 'Refresh' buttons.

Below the summary is a 'Cart Summary: Total Amount 600.00 USD' and an 'Add More Items' button. There are also 'First', '1 to 2 of 2', and 'Last' navigation links.

The main section is titled 'Requisition Lines' and contains a table of requisition lines. The table has columns for Line, Description, Item ID, Supplier, Quantity, UOM, Price, Total, Details, Comments, Bid Tab, and Delete. There are two lines: Line 1 for 'Computer Desk' and Line 2 for 'Dell Printer'. Both lines have shipping and accounting details visible.

At the bottom of the page, there are several buttons: 'Select All / Deselect All', 'Select lines to:', 'Add to Favorites', 'Add to Template(s)', 'Delete Selected', and 'Mass Change'. The total amount is shown as 'Total Amount 600.00 USD'.

14. Change information in fields as needed.

Favorites Main Menu > Employee Self-Service > Procurement > Manage Requisitions > Requisition

ENTERPRISE INFORMATION SYSTEM mmt0110 on FSTSTU (easapp12) - 12/23/2015 13:48:17 All Search >> Advanced Search

Edit Requisition ?

Welcome Facilities Maintenance Home My Preferences Requisition Settings 2 Lines Checkout

Request Options Search All Search Advanced Search

All Request Options

ePro Services
New Requisition

Web

Forms

Favorites

Recently Ordered

External Catalogs

New Requisition

*Goods/Service Description Computer Desk

Quantity 1 *Unit of Measure EA

Amount 500.0000 *Currency Code USD

*Category 204-64

Supplier ID 000006227 Suggest New Supplier

Supplier Name Summus Industries Inc

Quote Number 888888888 ? Quote Date 12/18/2015

Beginning Date 12/25/2015 ? Date of Completion 12/31/2015 ?

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Apply

15. Click **Apply**.

Favorites Main Menu > Employee Self-Service > Procurement > Manage Requisitions > Requisition

ENTERPRISE INFORMATION SYSTEM mmt0110 on FSTSTU (easapp12) - 12/23/2015 13:48:17 All Search >> Advanced Search

Edit Requisition ?

Welcome Facilities Maintenance Home My Preferences Requisition Settings 2 Lines Checkout

Request Options Search All Search Advanced Search

All Request Options

ePro Services
New Requisition

Web

Forms

Favorites

Recently Ordered

External Catalogs

New Requisition

*Goods/Service Description Computer Desk

Quantity 2 *Unit of Measure EA

Amount 750.00 *Currency Code USD

*Category 204-64

Supplier ID 000006227 Suggest New Supplier

Supplier Name Summus Industries Inc

Quote Number 888888888 ? Quote Date 12/18/2015

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**.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Procurement](#) > [Manage Requisitions](#) > [Requisition](#)

ENTERPRISE INFORMATION SYSTEM mmt0110 on FSTSTU (easapp12) - 12/23/2015 13:48:17

[All](#) Search [Advanced Search](#)

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit: SY769 Univ. of North Texas System Requisition Name: Computer Desk for Dr. Davis
 Requester: E15203 Facilities Maintenance Requisition ID: 000000113 [Copy Bid Vendor](#)
 Currency: USD Priority: Medium [Delete Bid Vend](#)
 Custom Fields [Refresh](#)

Cart Summary: Total Amount 1,800.00 USD [Add More Items](#)

Expand lines to review shipping and accounting details First 1 to 2 of 2 Last

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
1	Computer Desk		Summus Industries Inc	2,000	Each	750.0000	1500.00				
<p>Shipping Line 1</p> <p>*Ship To: USB 135 Add Shipto Comments Quantity: 2,000</p> <p>Address: UNT Central Receiving Denton, TX 76205 Add One Time Address Price: 750.0000</p> <p>Attention To: Facilities Maintenance</p> <p>Due Date: 12/31/2015</p> <p>Accounting Lines</p>											
2	Dell Printer		Summus Industries Inc	1,000	Each	100.0000	100.00				
<p>Shipping Line 1</p> <p>*Ship To: USB 135 Add Shipto Comments Quantity: 1,000</p> <p>Address: UNT Central Receiving Denton, TX 76205 Add One Time Address Price: 100.0000</p> <p>Attention To: Facilities Maintenance</p> <p>Due Date: 12/31/2015</p> <p>Accounting Lines</p>											

Select All / Deselect All
 Select lines to:
 [Add to Favorites](#)
 [Add to Template\(s\)](#)
 [Delete Selected](#)
 [Mass Change](#)

Total Amount: 1,800.00 USD
 Pre-Encumbrance Balance: Not Available

Shipping Summary

Edit for All Lines

Ship To Location: USB 135
 Address: UNT Central Receiving Denton, TX 76205
 Attention To: Facilities Maintenance
 Comments:

Requisition Comments and Attachments

Enter requisition comments

The vendor offered a deal of 2 for \$750, instead of 1 for \$500, so we are now buying 2, and the requisition has been edited accordingly.

Dept Contact: Sarah I Contact Phone: 940-555-5555 Contact Email: sarahjones@unt.edu | [Edit more Comments and Attachments](#)

Send to Supplier
 Show at Receipt
 Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Dept Contact: Sarah I Contact Phone: 940-555-5555 Contact Email: sarahjones@unt.edu | [Edit more Comments and Attachments](#)

Special Instructions: Please email the address above when the order ships

Purpose Statement: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.

Check Budget
 Pre-Check Budget
 Budget Checking Status: Not Checked

[Save & submit](#)
 [Save for Later](#)
 [Add More Items](#)
 [Preview Approvals](#)

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.

Confirmation

Your requisition has been submitted.

Requested For	Facilities Maintenance	Number of Lines	2
Requisition Name	Computer Desk for Dr. Davis	Total Amount	1,600.00 USD
Requisition ID	000000113	Approval Justification	
Business Unit	SY769	Dept Contact: Sarah I Contact Phone: 940-555-5551	
Status	See Lines	Contact Email: sarahjones@unt.edu Special	
Priority	Medium	Instructions: Please email the address above when the order ships Purpose Statement: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.	
Budget Status	Valid		
Track Batch	1		

[View printable version](#)
[Edit This Requisition](#)
[Check Budget](#)
[Pre-Check Budget](#)

Purchasing Approval

Computer Desk for Dr. Davis: Pending [View/Hide Comments](#) [Start New Path](#)

UNTS Buyer Approval

Pending

Multiple Approvers
Buyer Requisition WF Approval [+](#)

[Comment History](#)

UNTS Dept ID - ePro

Line 1: Initiated [View/Hide Comments](#) [Start New Path](#)

Computer Desk

UNTS Department Approval

Not Routed

[+](#) Asher, Donna Brooks ePro Req Dept Manager [+](#)

[Comment History](#)

Line 2: Initiated [View/Hide Comments](#) [Start New Path](#)

Dell Printer

UNTS Department Approval

Not Routed

[+](#) Asher, Donna Brooks ePro Req Dept Manager [+](#)

[Comment History](#)

Change Request/Line Approval Summary [Personalize](#) | [View All](#) | [1 of 1](#)

Line	Item Description	Change Request	Line Re-Approval
1	Computer Desk	Created	Routed for Approval

[Apply Approval Changes](#)

[Create New Requisition](#)
[Manage Requisitions](#)