How to edit a requisition

™ Visit the Procurement landing page on the VSU Website. Enter the eProcurement portal under Purchasing Resources

™ Select Manage Requisitions in the portal. In the Search box, enter your Requisition number in the Requisition ID box and select Search (**Helpful Hint: Be sure your requisition number begins with "0000" **)

™ Once the requisition has been generated at the bottom of the screen, go to the drop-down menu at the right side of the screen. Select Edit from the drop-down menu and select, Go

™ Once inside the requisition, select the hyperlink of the line item you wish to edit.

™ Make desired updates and select Apply (**MarketPlace orders (line items, NIGP, price) cannot be edited.**)

™ Once edits are complete, select Save & submit. This action will cause the requisition to reset Approvals.