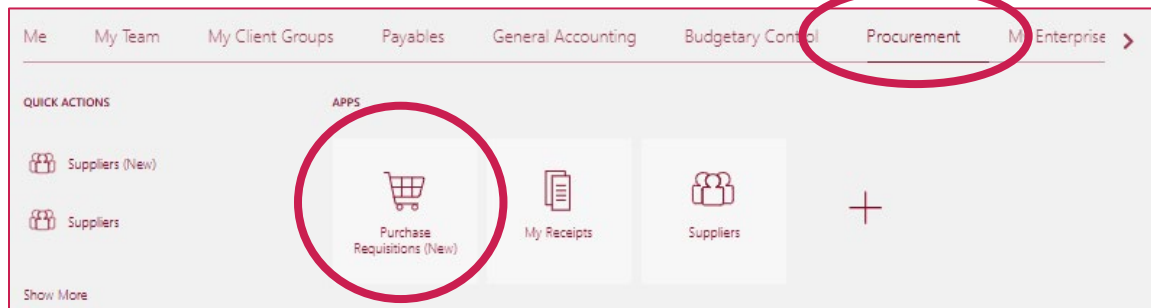


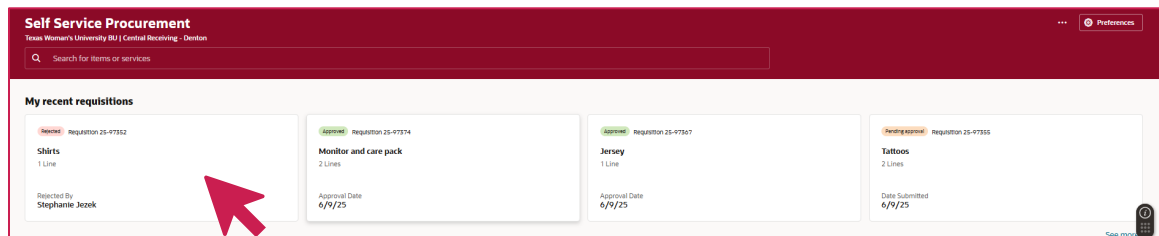
How to Correct a Rejected Requisition

Get Started

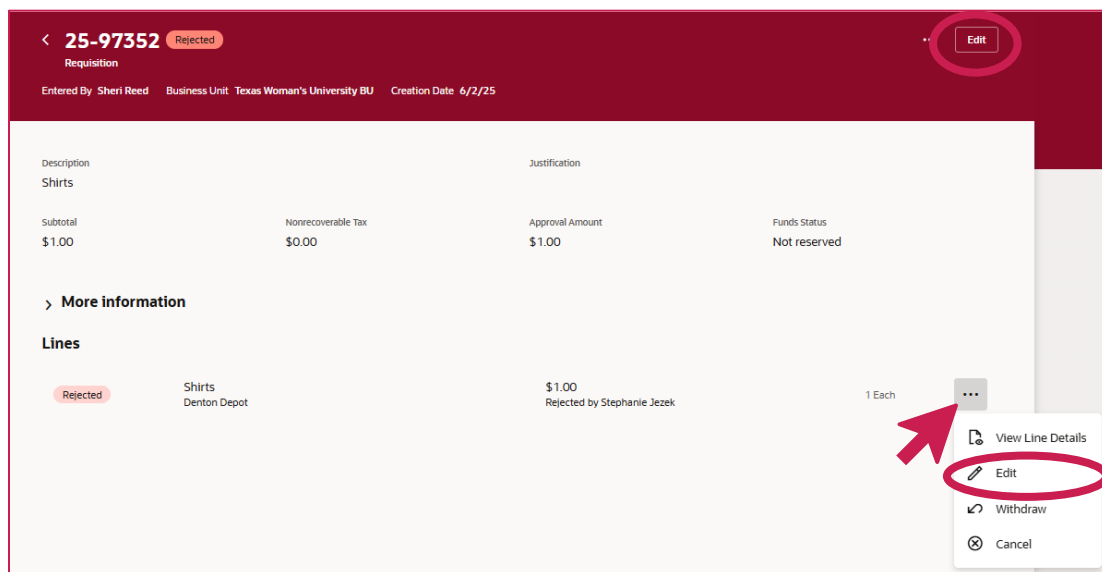
1. Navigate to **Procurement** > **Purchase Requisitions (New)**



2. Select the requisition to correct



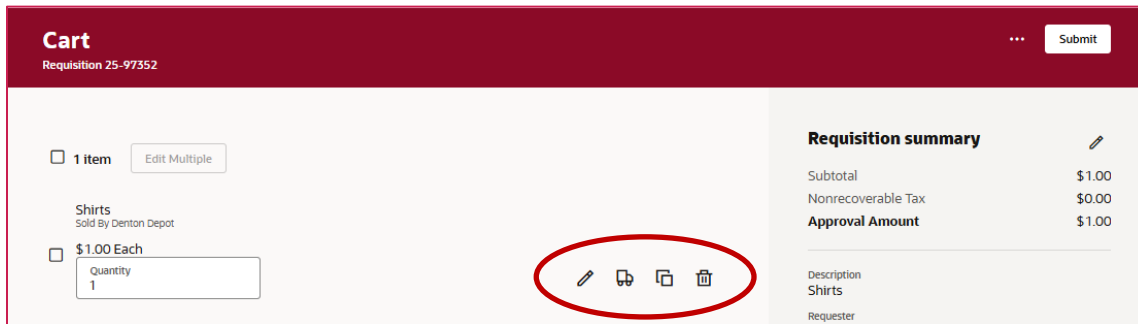
3. Click **Edit** at the top -or- Actions menu represented by 3 dots for additional options.



Edit by Line Item *(skip to Step 8 to edit all lines at once.)*

4. Edit each line item as needed.

- Click the **pencil icon**  to update line information.
- Click the **truck icon**  to update billing and delivery.
- Click the **duplicate icon**  to duplicate line.
- Click the **trashcan icon**  to delete the line.



Cart
Requisition 25-97352

1 item [Edit Multiple](#)

Shirts
Sold By Denton Depot

\$1.00 Each
Quantity: 1

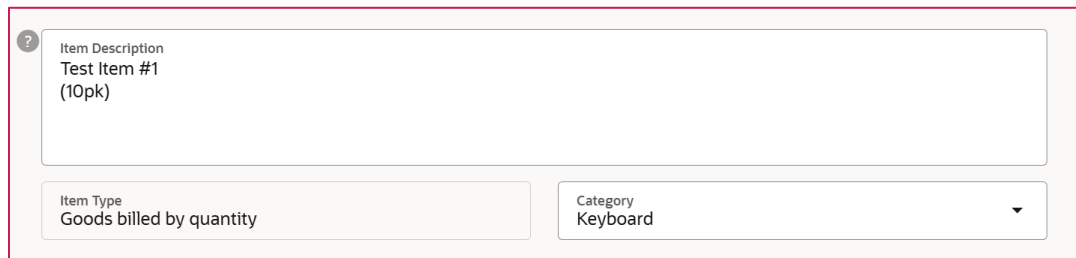
Requisition summary

Subtotal	\$1.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$1.00

Description: Shirts
Requester: [redacted]

5. Edit any **Line Details** that need to be corrected.

- **Description:**
 - **Item Description:** Enter line items from your quote here.
 - **Item Type:** Choose **Goods billed by quantity** -or- **Services billed by quantity**.
 - **Category:** Select the category that best matches your item(s).

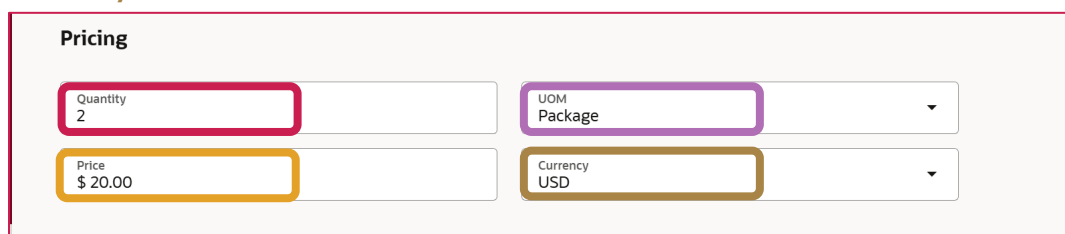


Item Description
Test Item #1
(10pk)

Item Type
Goods billed by quantity

Category
Keyboard

- **Pricing:**
 - **Quantity:** The number of units you're purchasing.
 - **UOM (Unit of Measure):** Choose the unit of measure that best matches your item(s).
 - **Price:** Enter the price per unit of measure. (Example: You're buying two 10pks of something. Each 10pk is quoted at \$20, so you would enter \$20.)
 - **Currency:** USD



Pricing

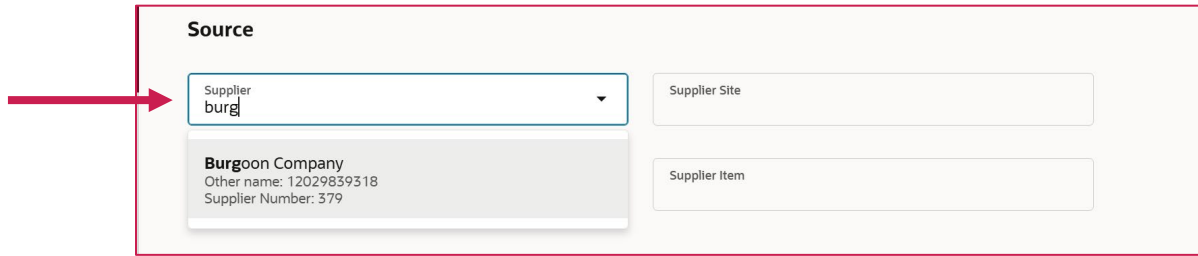
Quantity: 2

UOM: Package

Price: \$20.00

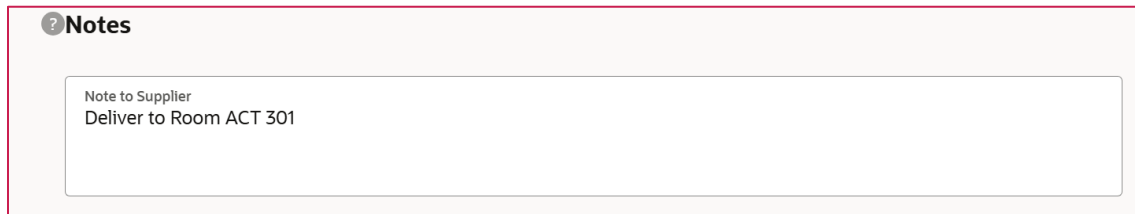
Currency: USD

- **Source:** Start typing the supplier's name into Supplier and choose/update your supplier if available.



The screenshot shows a form titled "Source". On the left, there is a dropdown menu labeled "Supplier" with the text "burg" entered. A red arrow points to this dropdown. Below the dropdown, a list of suggestions is visible, with "Burgoon Company" selected. The suggestion includes "Other name: 12029839318" and "Supplier Number: 379". To the right of the dropdown are two input fields: "Supplier Site" and "Supplier Item".

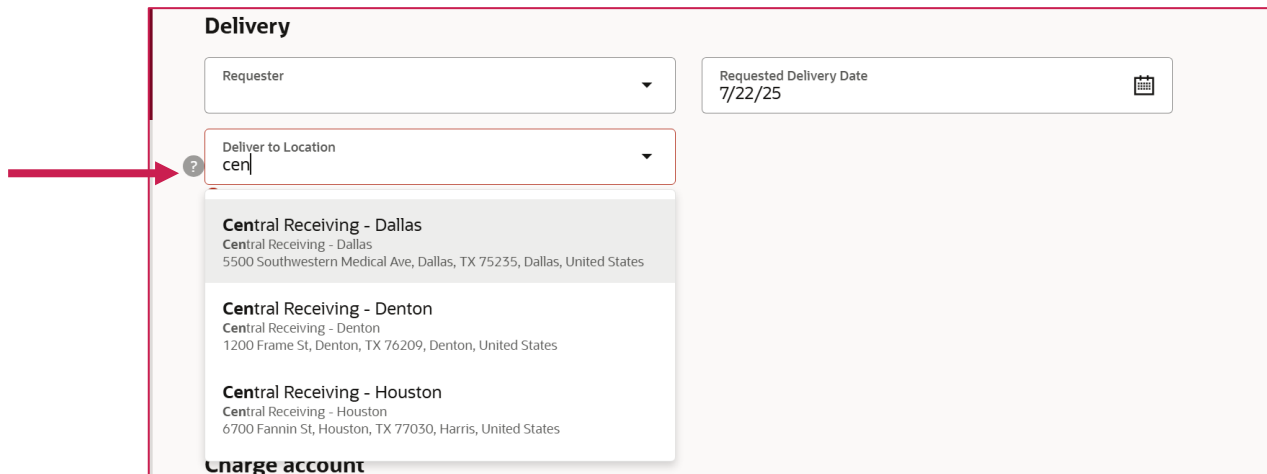
- **Notes:** Enter notes to supplier if needed. (Example: Project Manager, room number, special delivery instructions, etc.)



The screenshot shows a form titled "Notes" with a question mark icon. Below the title is a text area containing the text "Note to Supplier" and "Deliver to Room ACT 301".

6. Edit any **Delivery and Billing Details**  that need to be corrected.

- **Delivery:** Make sure your Deliver to Location is one of the following options:
 - Central Receiving – Dallas
 - Central Receiving – Denton
 - Central Receiving - Houston



The screenshot shows a form titled "Delivery". At the top, there are two input fields: "Requester" and "Requested Delivery Date" (with the date "7/22/25" and a calendar icon). Below these is a dropdown menu labeled "Deliver to Location" with the text "cen" entered. A red arrow points to this dropdown. Below the dropdown, a list of suggestions is visible, with "Central Receiving - Dallas" selected. The suggestion includes "Central Receiving - Dallas" and "5500 Southwestern Medical Ave, Dallas, TX 75235, Dallas, United States". Below this are two other suggestions: "Central Receiving - Denton" (1200 Frame St, Denton, TX 76209, Denton, United States) and "Central Receiving - Houston" (6700 Fannin St, Houston, TX 77030, Harris, United States). At the bottom of the form, there is a label "Charge account".

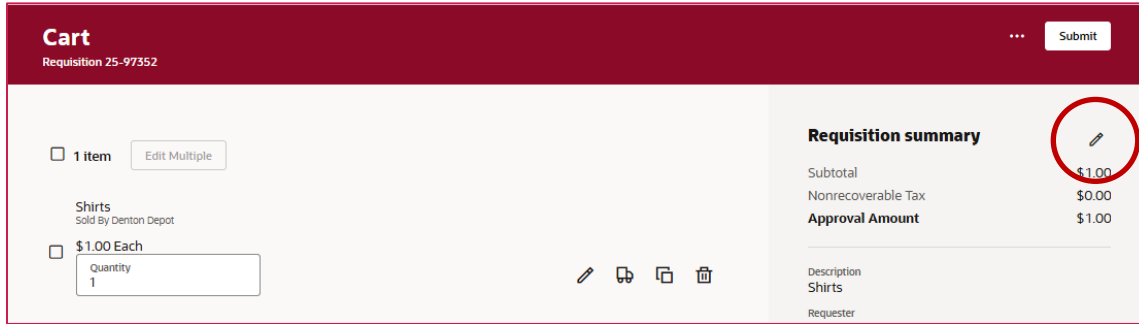
7. Once complete, click **Update**.



The screenshot shows two buttons: "Cancel" and "Update". A red arrow points to the "Update" button.

Edit by Requisition Summary

8. Click the pencil icon  in Requisition Summary.
- *Edits in requisition summary apply to all lines.*



Cart
Requisition 25-97352

Submit

☐ 1 item [Edit Multiple](#)

Shirts
Sold By Denton Depot

☐ \$1.00 Each
Quantity: 1

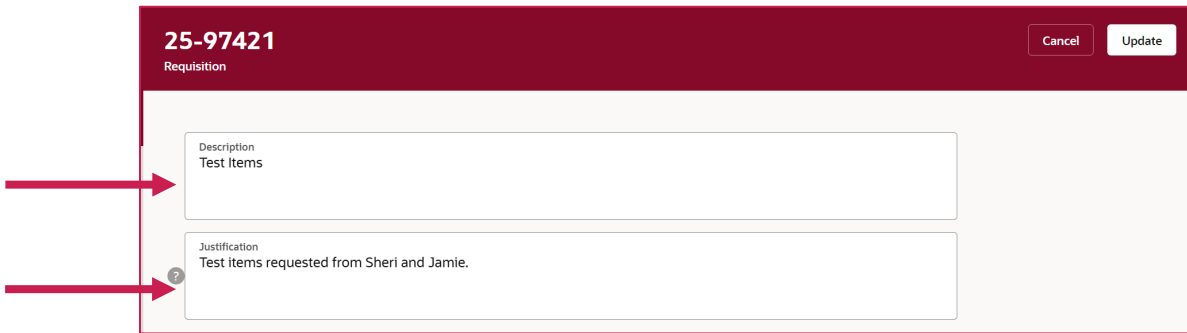
[Edit](#) [Print](#) [Copy](#) [Delete](#)

Requisition summary

Subtotal	\$1.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$1.00

Description: Shirts
Requester:

9. Edit the **Description** and **Justification**
- **Description:** *Required.* Enter a simple description of your line items.
 - **Justification:** *Optional.* Provide a note to your approver here.



25-97421
Requisition

[Cancel](#) [Update](#)

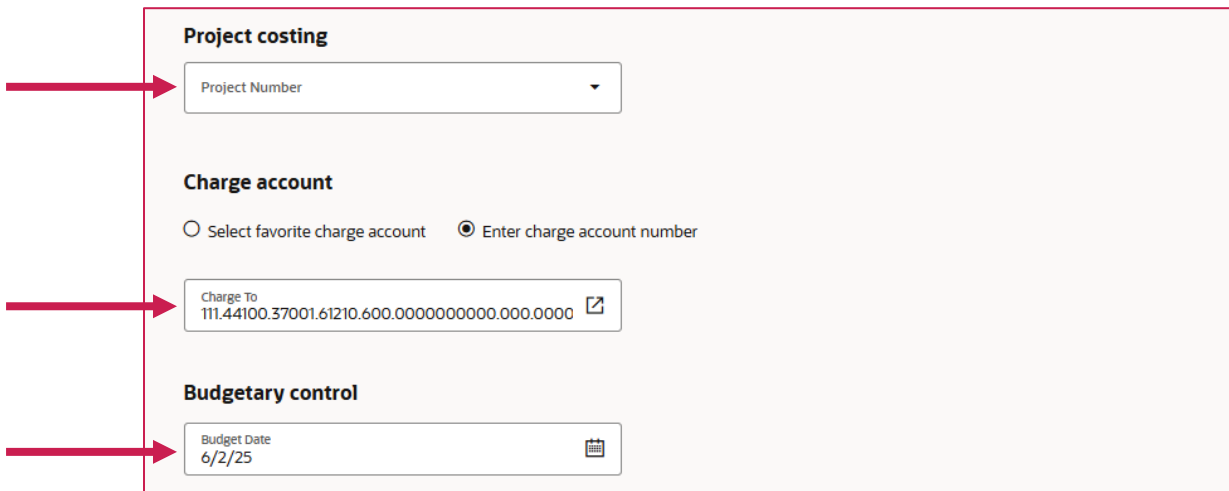
Description
Test Items

Justification
Test items requested from Sheri and Jamie.

- **Note: Do NOT check the box for Emergency Purchase Order Request.** Requisitions cannot be processed when this box is checked.

10. Edit the **Delivery** details. (see Step 6)

11. Edit any **Billing** details, like: Project Costing, Charge Account and Budgetary Control.



Project costing

Project Number

Charge account

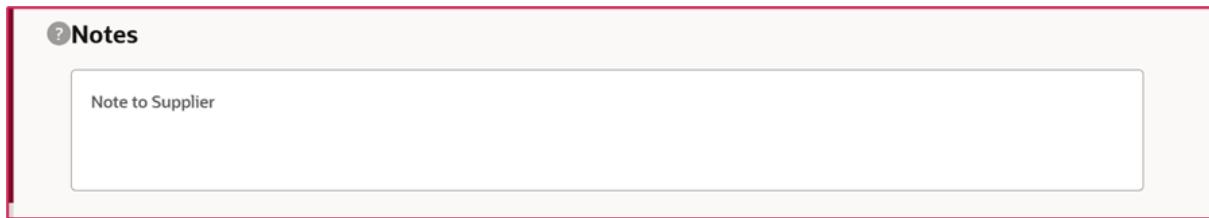
☐ Select favorite charge account ☒ Enter charge account number

Charge To
111.44100.37001.61210.600.0000000000.000.0000 [Copy](#)

Budgetary control

Budget Date
6/2/25

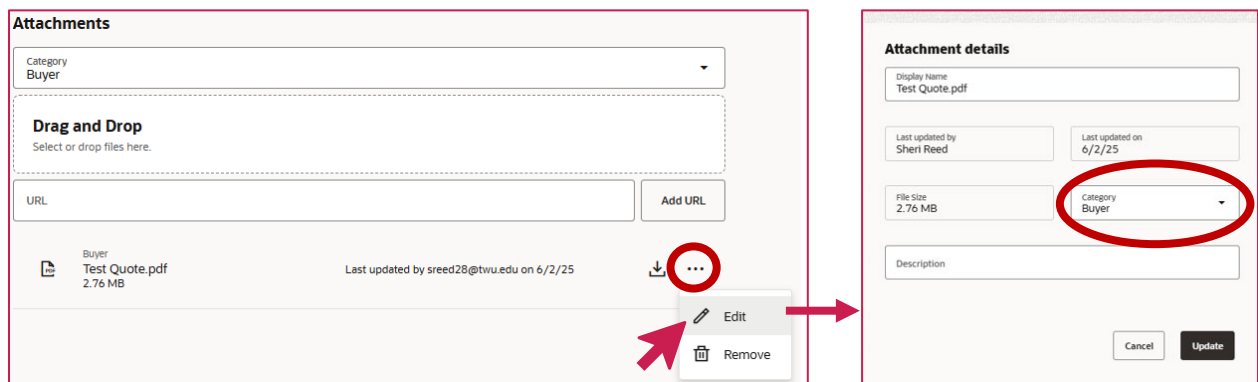
12. Edit Notes to Supplier.



13. Edit/Add Attachments.

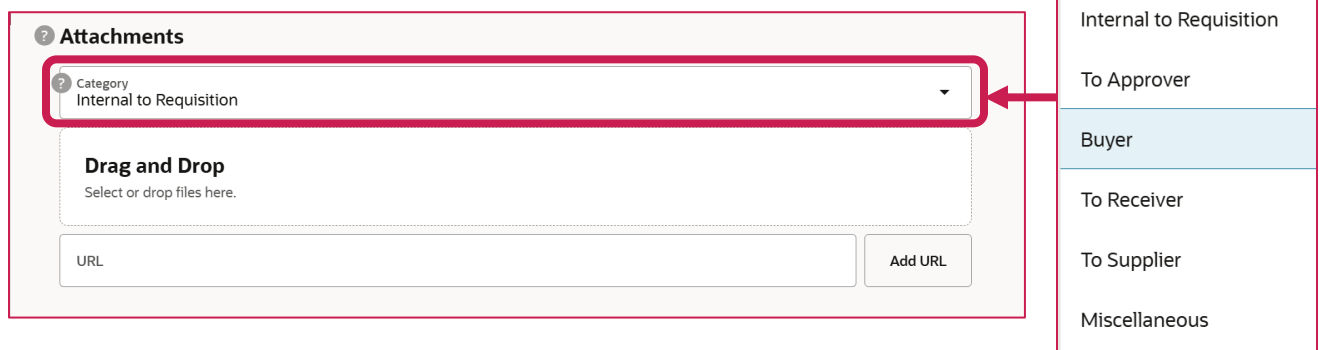
○ Edit an Attachment:

- Click the three dots  and select **Edit**.
 - To delete the attachment, you can click **Remove** instead.
- Update the **Name** and **Description** as needed.
- Make sure the **Category** is set to **Buyer**.
 - This allows the Buyers in Procurement access to view your attachments.
- Click **Update**.

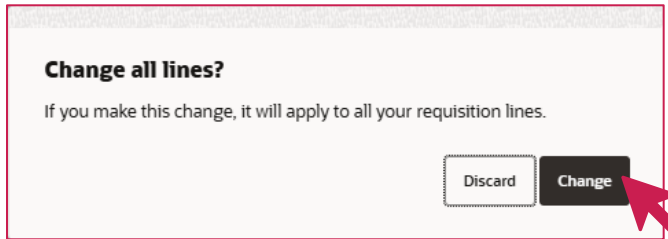


○ Add an Attachment:

- Make sure **Category** is set to **Buyer**.
 - This allows the Buyers in Procurement access to view your attachments.
- Add your attachments via Drag and Drop, or by adding a URL.

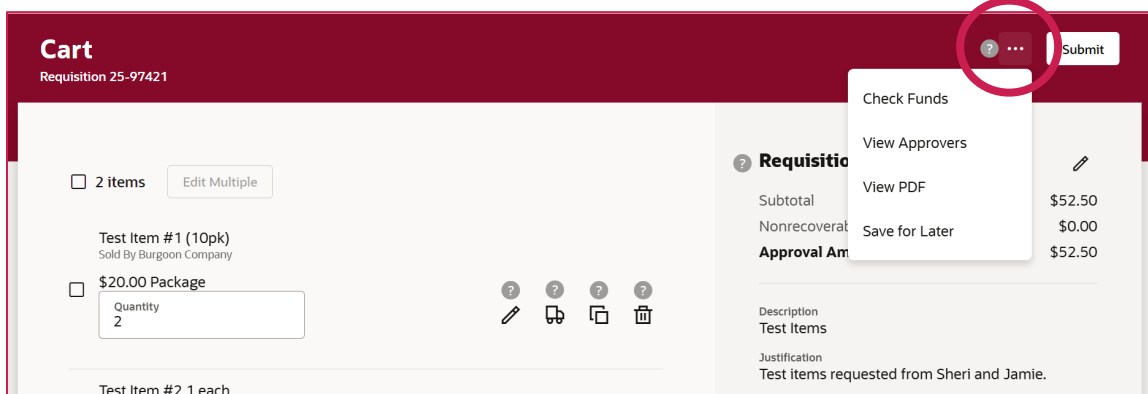


- Once complete, click **Update**,  then click **Change** to confirm your updates.



Review and Submit

- Before you submit, you can click the three dots  to do the following (if needed):
 - **Check Funds:** Allows you to check the budget associated with your account string.
 - **View Approvers:** Allows you to view the approvers for this requisition.
 - **View PDF:** downloads a pdf version of your requisition to your desktop.
 - **Save for Later:** This clears your shopping cart and saves its contents under their requisition number.



- Review your information and click Submit.
 - This submits your requisition for approval.

