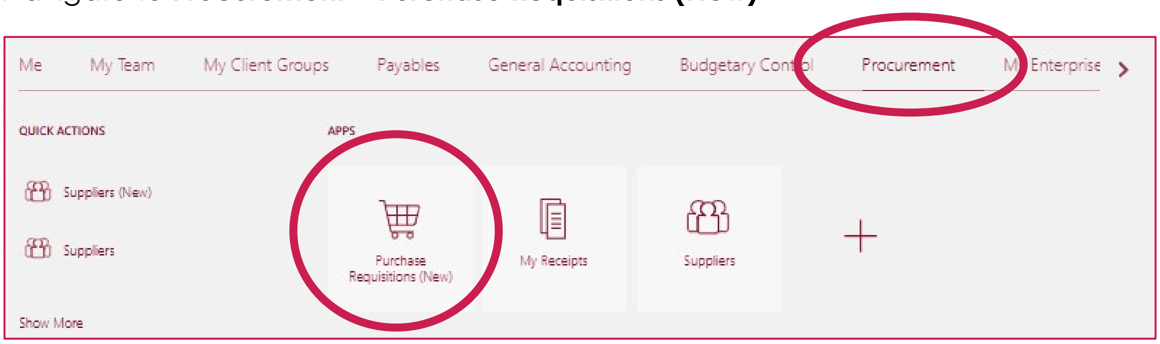
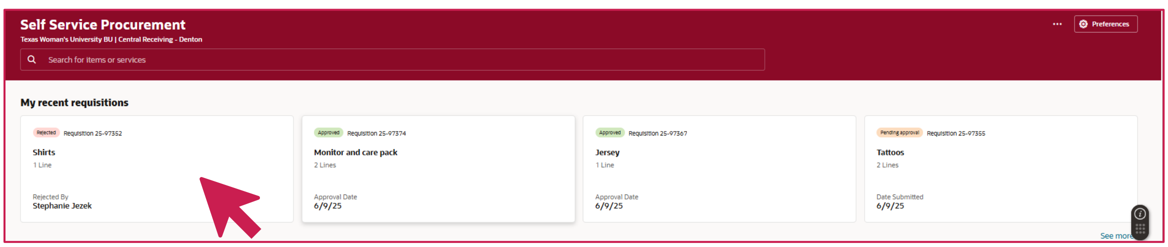
# How to Correct a Rejected Requisition

## Get Started

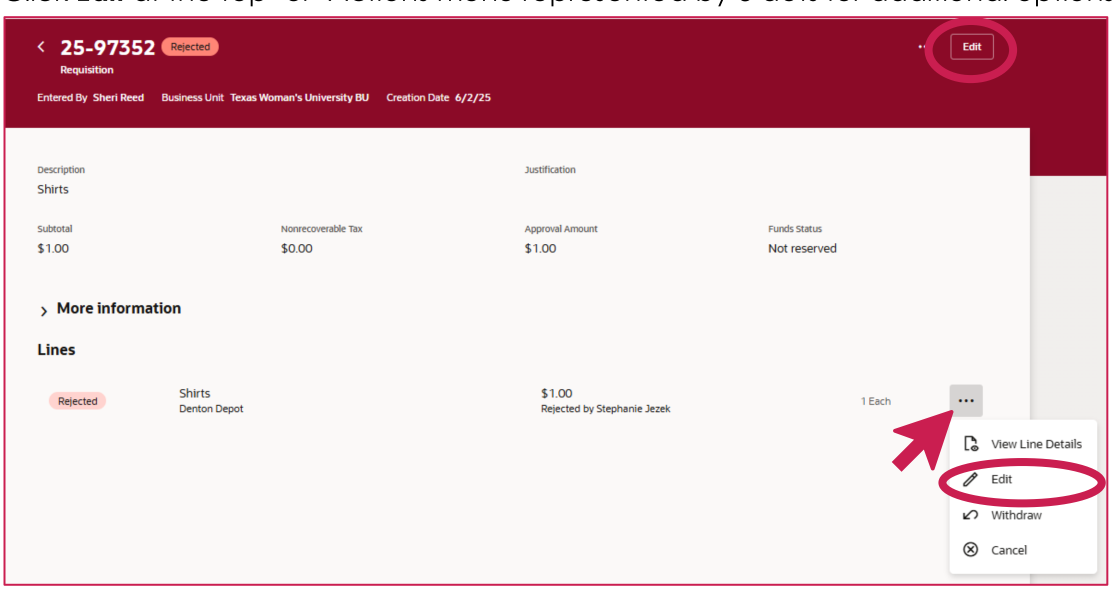
1. Navigate to **Procurement** > **Purchase Requisitions (New)**




2. Select the requisition to correct



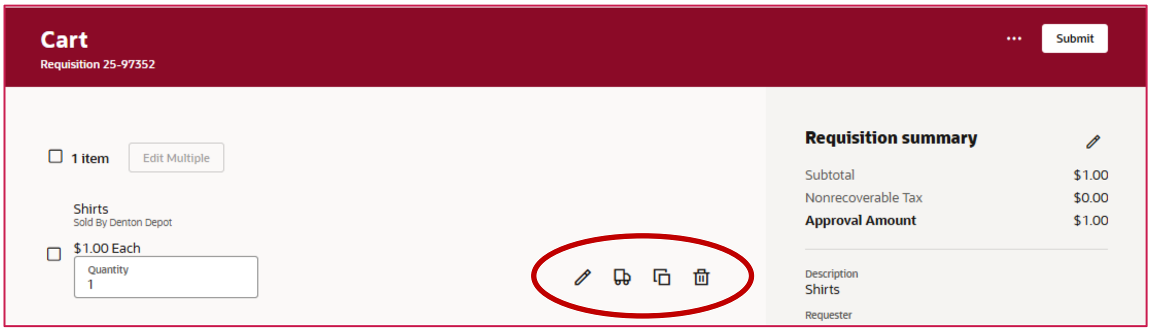

3. Click **Edit** at the top -or- Actions menu represented by 3 dots for additional options.



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

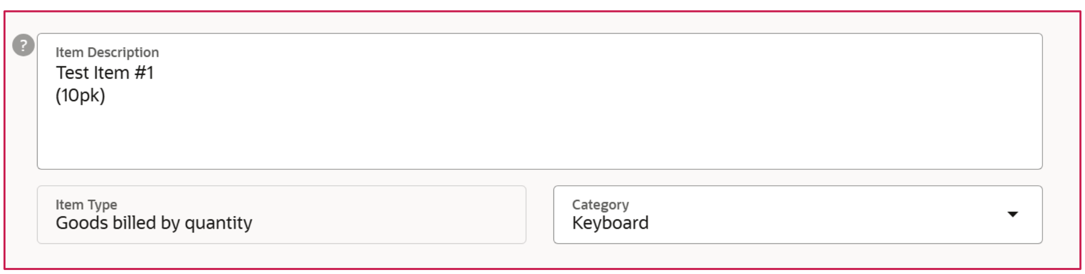
**4.** Edit each line item as needed.

- 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.

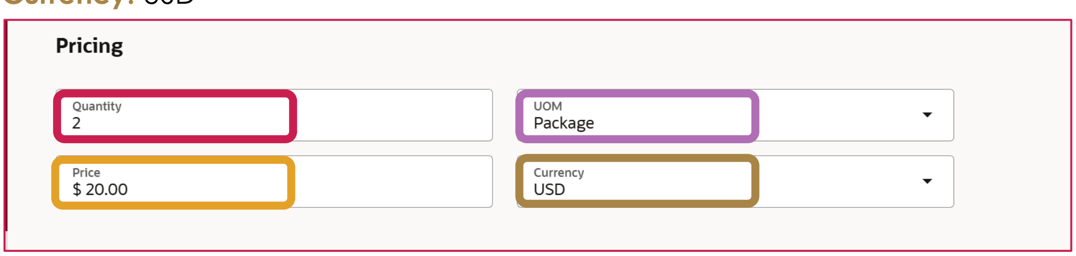



**5.** Edit any **Line Details** that need to be corrected.

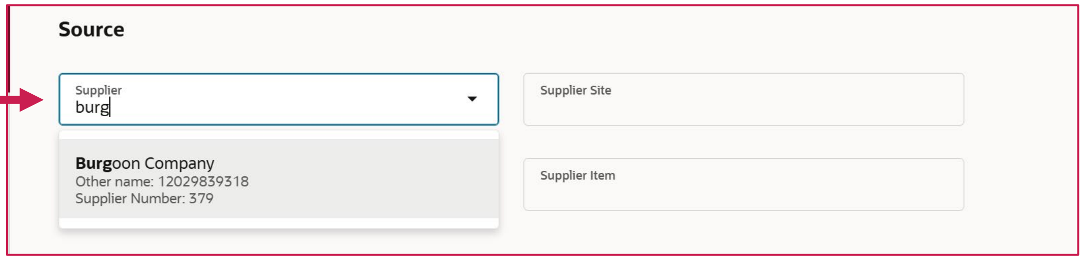
- **Description:**
  - **Item Description:** Enter line items from your quote here.
  - **Item Type:** Choose **Goods billed by quantity** -or- **Services billed by quantity**.
  - **Category:** Select the category that best matches your item(s).



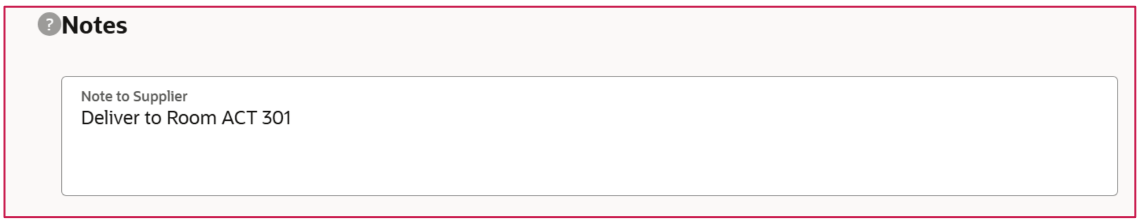

- **Pricing:**
  - **Quantity:** The number of units you're purchasing.
  - **UOM (Unit of Measure):** Choose the unit of measure that best matches your item(s).
  - **Price:** Enter the price per unit of measure. (Example: You're buying two 10pks of something. Each 10pk is quoted at $20, so you would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



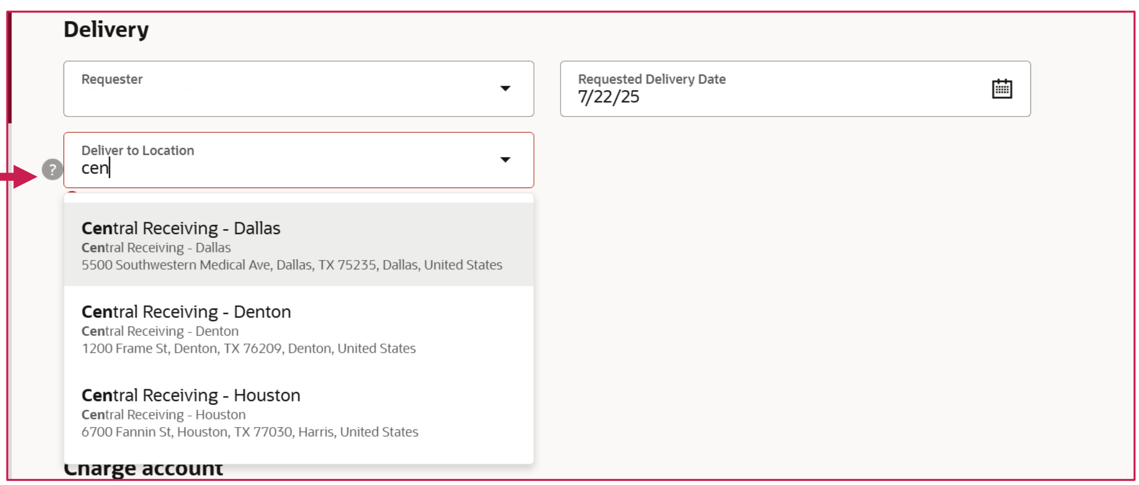
- **Source:** Start typing the supplier's name into Supplier and choose/update your supplier if available.




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




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




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

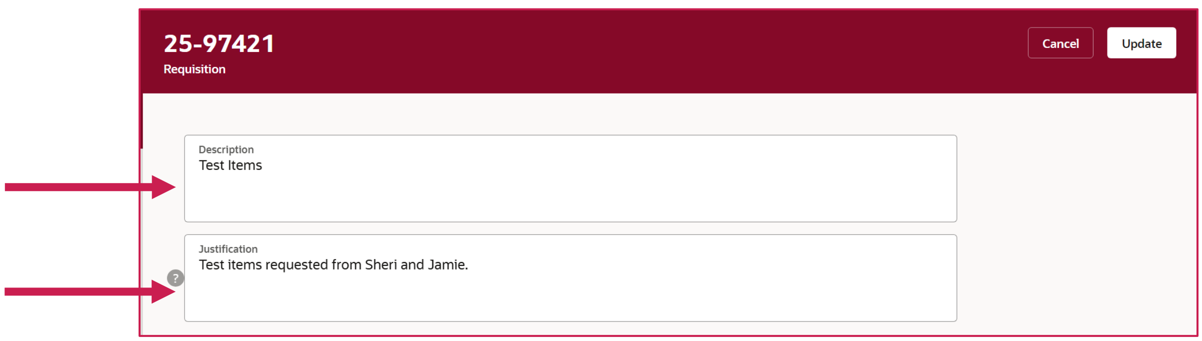
# Edit by Requisition Summary

**8.** Click the pencil icon  in Requisition Summary.

- *Edits in requisition summary apply to all lines.*


**9.** Edit the **Description** and **Justification**

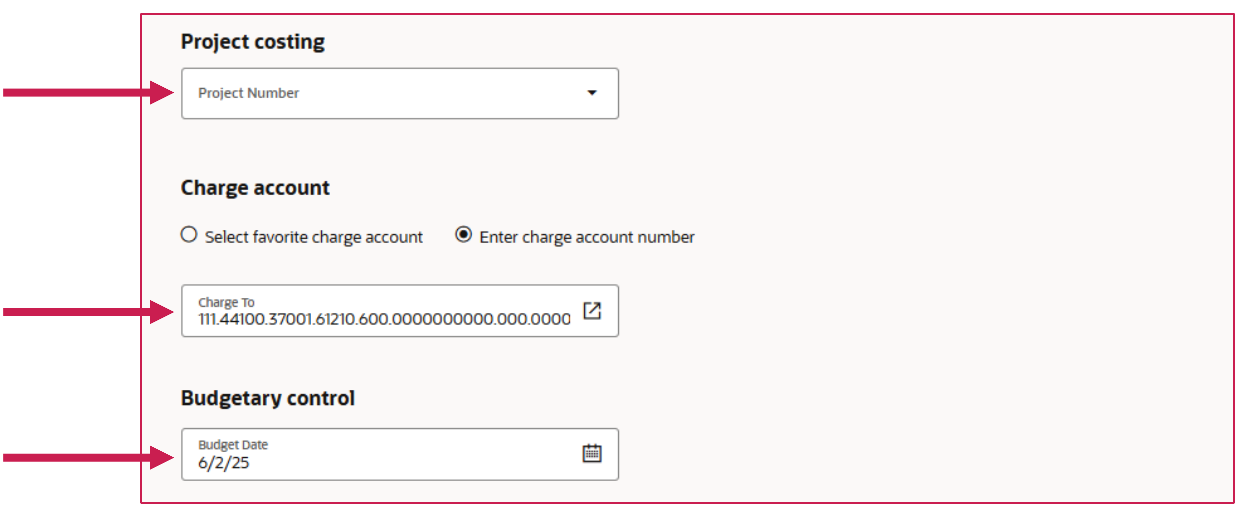
- **Description**: *Required*. Enter a simple description of your line items.
- **Justification**: *Optional*. Provide a note to your approver here.




- 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)

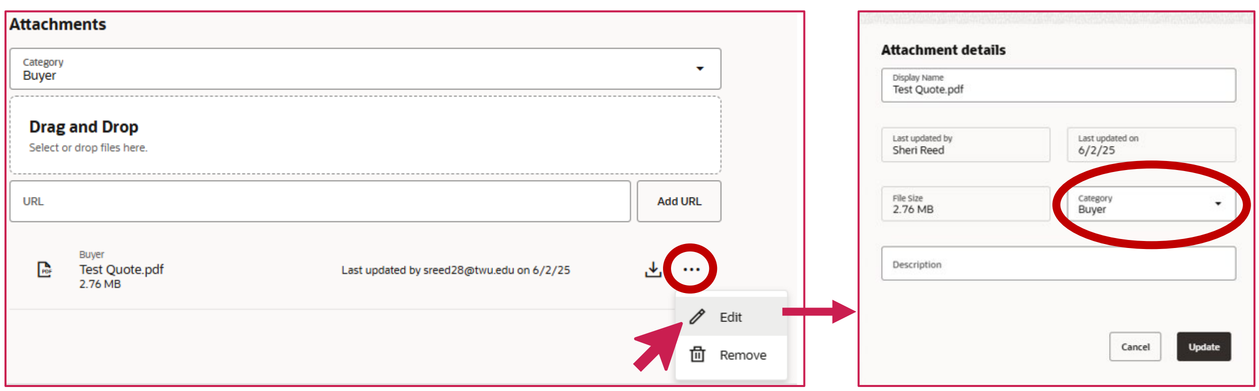
**11.** Edit any **Billing** details, like: Project Costing, Charge Account and Budgetary Control.



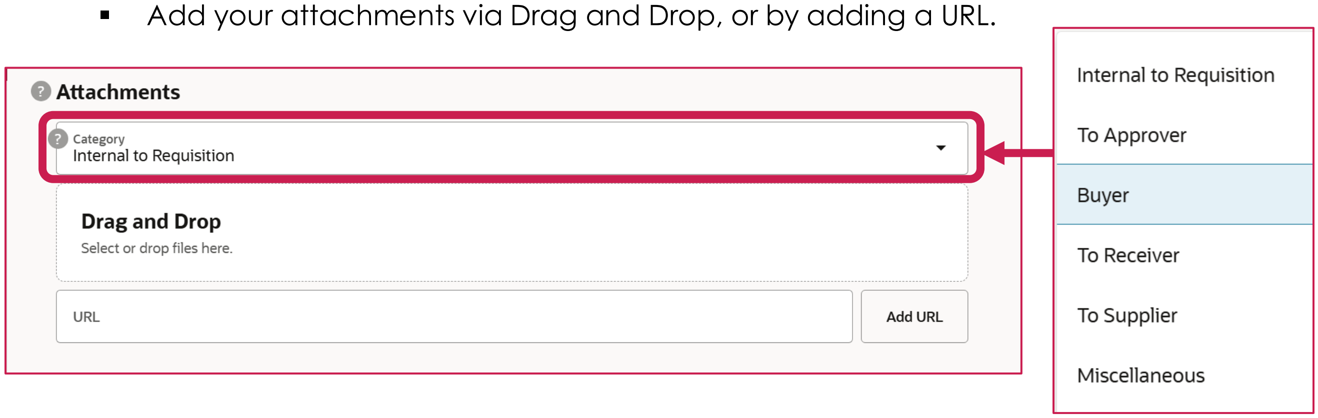
## 12. Edit **Notes to Supplier**.


## 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**.

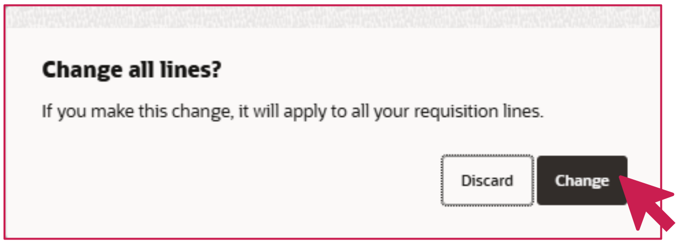



- **Add an Attachment:**
  - Make sure **Category** is set to **Buyer.**
    - This allows the Buyers in Procurement access to view your attachments.
  - Add your attachments via Drag and Drop, or by adding a URL.



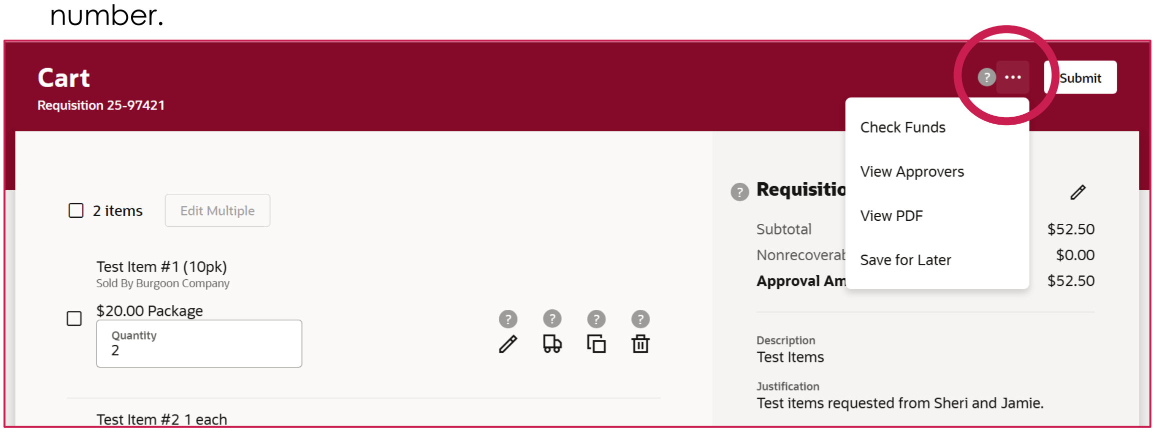
- Once complete, click **Update**,  then click **Change** to confirm your updates.

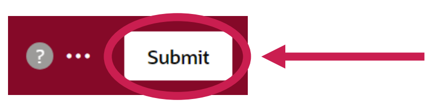





# Review and Submit

- 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.