Procure to Pay

How to Modify and/or Edit a Previously Submitted, Returned or Rejected Requisition
(Line Item Descriptions on Exchange Orders and IPO’s cannot be changed)

1. Locate the requisition that was returned, rejected or needs to be completed and click on the requisition number.

2. Click on the Change button.
3. Click on the Yes Button.

4. Place a Check in the Quick Order Box if this is to be a Quick Order or Check Request. Then Click on Checkout.

5. The Requisition Description on this screen appears in the Requisitions at a Glance area. Click on Edit Lines to change the Requisition Line Description and all other line information.
6. Select the line to modify/edit and click on Update. Only 1 line at a time can be updated.

7. Add or modify any line information required. Then click on Return and on the next screen(s) until you return to the Requisition Information Screen.
8. If all the changes have been made and your approver does not need to be changed, click on Submit to send to your approver and you can skip the next 2 steps. To change or add an approver, or if you want to review your changes, click on Next.

9. Click on Add approver, if necessary, otherwise click Next.
10. Search and select Approvers as done in previous versions of RIAS. Attachments can be added here also. When finished click on Next.

11. Review and verify that your changes have been made. Click on Submit to send to your approver.