



This guide is intended for iProc Requisitioners who want to edit a line on a requisition that they have already created in the iProcurement (iProc) part of the Oracle Financials system.

### ***When can I edit a requisition?***

If you have submitted a requisition but then realise you need to make an alteration, you will need to edit the requisition. There are some restrictions on being able to edit the requisition via iProcurement, depending on what stage of the approval process the requisition is at. If the requisition status is one of the following it can be edited:

- In Process
- Approved without an order number

**If the requisition is approved and an order number has been assigned it cannot be edited. You will need to contact the Buyer to request the change you wish to make.**

### ***What can I edit on a requisition?***

It is only possible to amend certain details of the requisition. Only fields that are available during checkout can be amended i.e. you cannot add a new requisition line. The following fields/options are available during checkout:

- Quantity
- Account/Project information
- Attachments
- Delivery address
- Supplier
- Item descriptions
- Tax Code
- Need-by Date
- Delete requisitions lines

To edit a line on a requisition you will need to:

1. Click the **Requisitions** tab from within iProc. A list of requisitions that you have created will be displayed.
2. Before trying to edit a requisition you must check the **Status**. If the status is **In Process**, or **Approved without an order number** you can proceed to edit the requisition.
3. Select the requisition you want to amend with the radio button on the left of the requisition line and then click **Change**. Alternatively, you could click on the requisition description to see further information and then click **Change**.

4. A **Warning** message will appear to say that if you continue, the requisition will be withdrawn from the approval process and re-submitted for approval once you have made your changes. Click **Yes** to continue.
5. If required, amend the **Quantity** for any lines, or use the **Delete** icon to remove any unwanted lines on the *Shopping Cart* screen.
6. Click **Checkout**. The *Checkout: Requisition Information* screen will appear and from here you can make the following changes if necessary:
  - Change the **Delivery** information (**Need-By Date, Deliver-To Location, Hazard Class**)
  - Change the **Tax Code**
7. To change the **Charge Account**, follow the notes in either the [Change the Activity Code](#) or [Change the Project Code](#) guides.
8. Click **Edit Lines** to make amendments to the requisition lines.
9. On the left of the screen, select the line you wish to edit and then click **Update**.
10. You can amend any of the details on this screen. The top part of this screen displays the line (item) information.
11. The lower part of the screen displays *Delivery* and *Billing* information as shown previously on the *Checkout: Requisition Information* screen.
12. Select **Apply** when you have finished making changes to this line.
13. Repeat steps 10 – 13 to change any other lines on this requisition, if necessary.
14. Click **Apply** again to return to the *Checkout: Requisition Information* screen.
15. Click **Next** to continue. Alternatively, you could click **Submit** if you do not wish to add notes or attachments to this requisition and follow the guidance in the [Checkout: Review and Submit](#) guide (follow from step 2).
  - When the requisition has been submitted, you'll see a *Confirmation* message that the requisition has been re-submitted with the edits and retains the same requisition number. The message shows who the requisition has been sent to for approval.
  - The requisition will now have to be sent up the approval path from scratch. Even if an Approver has approved this requisition in the past they will still be required to approve the revised requisition.
  - The *Status* of the requisition will be *In Process*, as the requisition requires re-approval after being edited. If you click on the **Status** for the revised requisition, you will see that the *Approval History* screen now shows the actions associated with this revised requisition. It will have been *Withdrawn* by the Requisitioner for editing then resubmitted for approval. It is now *Pending* with the Approver name.

**Next step:** Follow the guidance in the [Checkout: Approvals and Notes](#) guide.