**Edit a requisition line 12.2**

iProc Requisitioner **|** Oracle Financials

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.

**If the requisition is approved and an order number has been assigned it cannot be edited. You will need to contact the Procurement Hub for advice**

***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/Amount (Depending on Item Type selected)
* Account/Project information
* Attachments
* Delivery address
* Supplier
* Item descriptions (except eMarketplace orders)
* Tax Code
* Need-by Date
* Delete requisitions lines
* Notes

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. Select the requisition you want to amend with the radio button on the left of the requisition line and then click **Change**, or if requisition is Incomplete click **Complete**.
3. A **Warning** message will appear to say that if you continue, the requisition will be withdrawn from the approval process and re-submitted for approval once you have made your changes.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.

* Edit and Submit Requisition page is displayed, you can change the **Description** at this stage if you wish. This will default to the first line on the requisition. It may be helpful to amend this to identify this requisition again quickly within your main requisitions list.
* Update **Justification** field, this is visible by the approver and is where you need to populate any justification required for this purchase.
* Update line information **Description, Amount, Need by Date, Deliver to Location.**
* Update **Notes to Buyer**: Enter any information you wish to pass to the Operational Buyer.
* Update **Notes to Receiver:** This field is used to send a note only to the person receipting the goods on the system e.g. Stores team members.
* Update **Notes to Supplier:** Enter any information you require to be passed onto the supplier. Please try to keep this message concise. Please note this will appear on the Purchase Order.
* **Add Attachments**: Use the Add Attachments button to add attachments to the requisition if necessary. Enter a Description and then click Browse to locate and attach the file. Finally, click Apply to save the attachment. **If the total of the requisition is over £5,000 there is a need for 3 quotations, as per the Financial Regulations and Procedures. The quotes could be scanned in and attached to the requisition.**
* To update the **Billing** information to:
* Split the cost of the line to **multiple charge codes**
* Split the cost of the line to **multiple project codes**
* Split the cost of the line to **multiple charge and project codes**
* Assign different **Charge/Project** accounts to different lines
* Select the relevant line and click **Update,** select **+** to add an additional line, then complete the fields to split the costs as required. Once you have made the necessary changes select **Apply**
* Click **Submit**.
* Review the information a select **Submit** and the requisition will be submitted for approval.