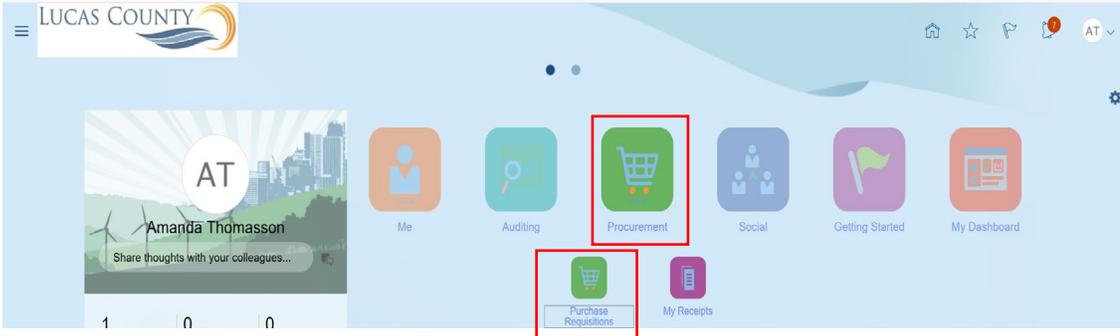
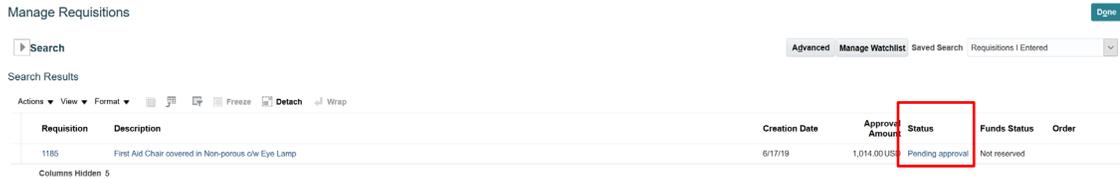
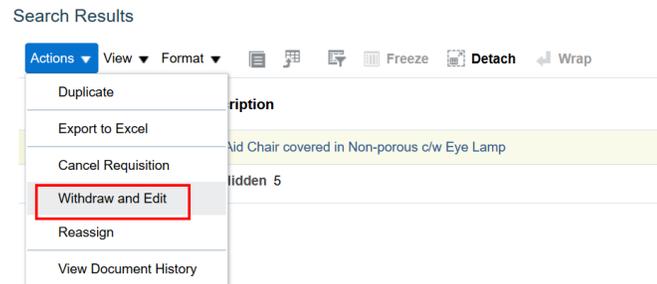
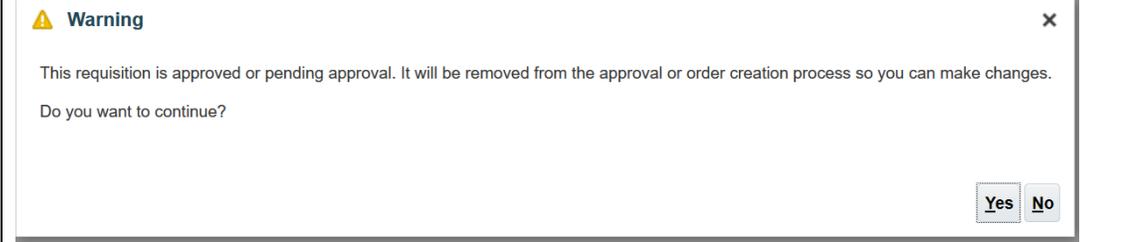


Edit Requisition

Audience: Requesters

Purpose: This job aid will assist you with withdrawing and editing a requisition pending approval.

Step	Action
1	<p>Log into Oracle. Home Page -> Procurement -> Purchase Requisitions</p> 
2	<p>Click the Manage Requisitions link to view details of requisitions you created.</p>
3	<p>Click the Status list to search for a Requisition in 'Pending Approval' status.</p> 
4	<p>Highlight the Pending approval list item.</p>
5	<p>Click the Actions drop-down list.</p>
6	<p>Click the Withdraw and Edit menu item.</p> 
7	<p>A warning message will be displayed. Click the Yes button to continue.</p>

	 <p>Warning ×</p> <p>This requisition is approved or pending approval. It will be removed from the approval or order creation process so you can make changes.</p> <p>Do you want to continue?</p> <p style="text-align: right;"><input type="button" value="Yes"/> <input type="button" value="No"/></p>
8	Click on the Quantity field and update with a new quantity.
9	Click the Save button.
10	Click the Submit button.
11	Click the OK button.