




[Help](#)

Edit Requisition


[1. Define Requisition](#)

[2. Add Items and Services](#)

3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Middle Georgia State College
Requester: Daniels, April M ***Currency:**
Requisition Name: **Priority:**

Requisition Lines				
Line	Description	Vendor Name	Quantity	UOM
<input type="checkbox"/> 1	test		<input type="text" value="1.0000"/>	Dollar
<input type="checkbox"/> Select All / Deselect All				Total Amou
<input type="button" value="Add to favorites"/> <input type="button" value="Modify Line / Shipping / Accounting"/> <input type="button" value="Delete"/>				

Justification/Comments

Send to Vendor
 Show at Receipt
 Show at Voucher

Save as Template

[Find more items](#)

add your last item. Click on "Review and submit"
 then click on "save & preview approvals"

Confirmation

Requested For:	Daniels, April M	Number of Lines:	1
Requisition Name:	0000450560	Total Amount:	1.00 USD
Requisition ID:	0000450560		
Business Unit:	83000		
Priority:	Medium		
Budget Status:	Not Checked		

here - don't submit anything just get your req. number so you can come back to it later. Then click anywhere in the system to get out of this page.
When you come back later, in your manage requisitions, find the req and edit requisitions.

Department and Proj. Approval

Line 1: Initiated [New Path](#)

test

Department and Proj. Approver

Not Routed

[Roberts, Pamela](#)

Req-Dept Mgr-Line Level

+ → ← +

Buyer Approval - NonCatalog

Requisition 0000450560: Initiated [Start New Path](#)

Buyer Approval

Not Routed

[Multiple Approvers](#)

Buyer Approval

+ → ← +

Submit
Edit Requisition
Apply Approval Changes

[View printable version](#) [Manage Requisitions](#) [Create New Requisition](#)