

We are currently updating our site; thank you for your patience.

# PROCUREMENT

## ADD / EDIT / DELETE ITEMS

Once you have created your Purchase Requisition, you may be required to **add** or **remove** items, or **make changes** to these items for example, edit the quantity or price.

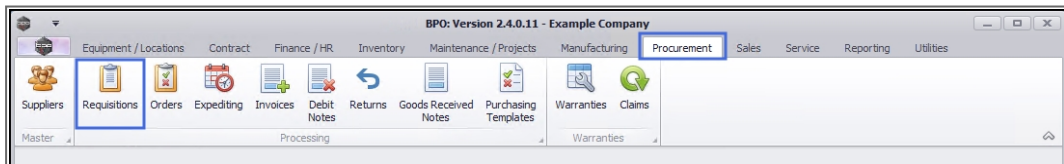
A Purchase Requisition can only be edited in the **New** status.

If a requisition has already been **released for approval**, [remove it](#) from approval by putting it on **Hold**. It will then be moved from the **Released** status back to the **New** status and can then be edited. The requisition can be released again once the new changes have been saved.

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**Ribbon Access:** Procurement > Requisitions

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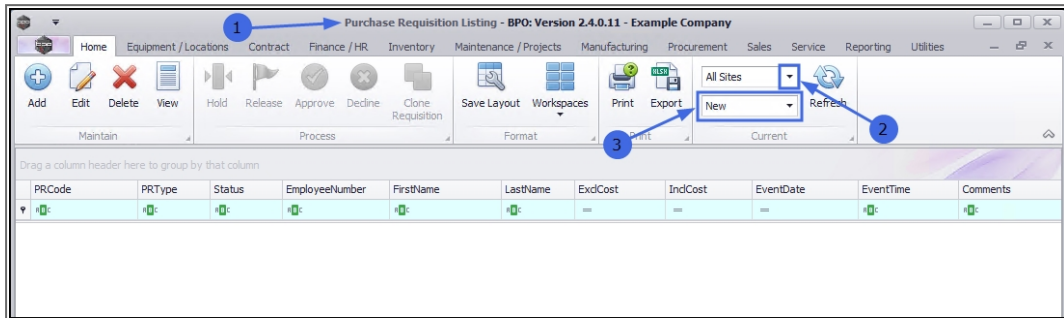


1. The **Purchase Requisition Listing** screen will be displayed.

Select the Site and Status

2. Select the **Site**.
  - This screen will open by default with the Site filter set to **All Sites**. Click on the drop-down arrow and select the site that you wish to work in.
3. Select the **Status**.

- The **Status** will open by default with the filter set to **New**. Purchase Requisition can only be edited in the **New** status.



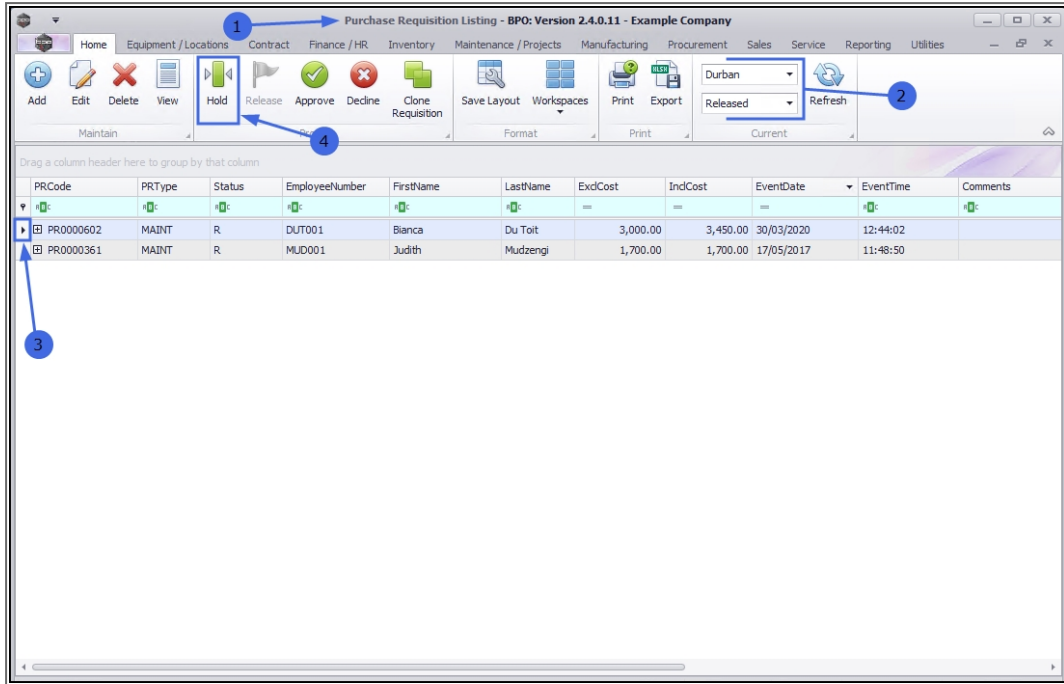
## NOTE ON EDITING 'RELEASED' REQUISITIONS

If the requisition that you require cannot be found in the **New** status - it may already have been **Released**, in which case you will need to move it from this status **back** to New.

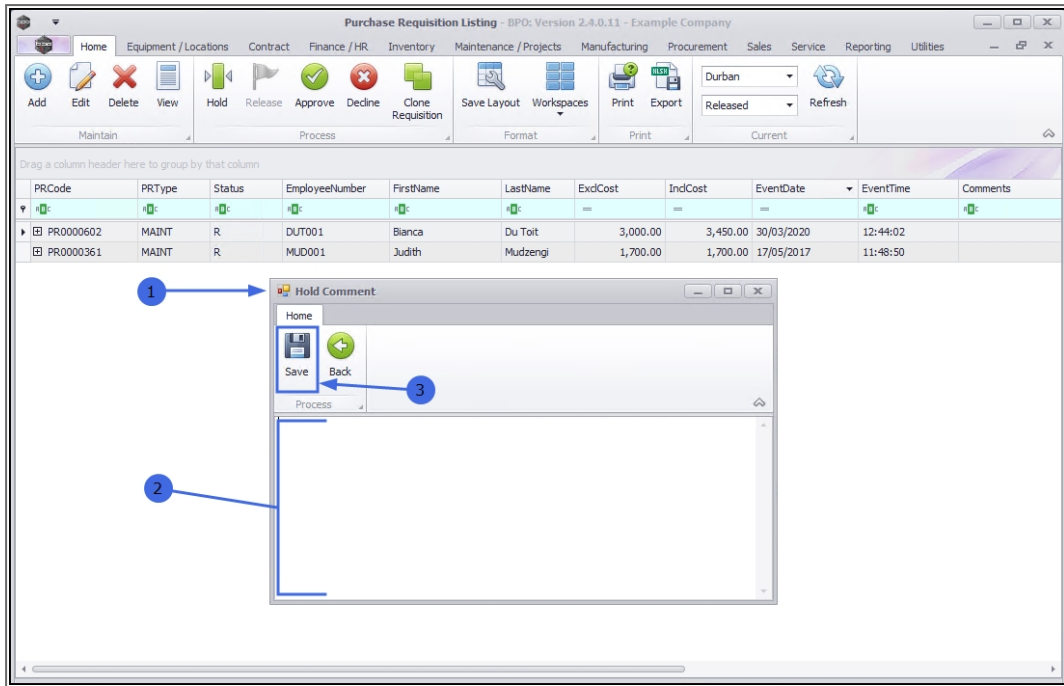
A reasons for editing a requisition that has already been **released for Approval** could be; an item price may have changed. It will then need to be brought back to the **New** status for price editing.

## REMOVE REQUISITION FROM RELEASED STATUS TO ENABLE EDITING

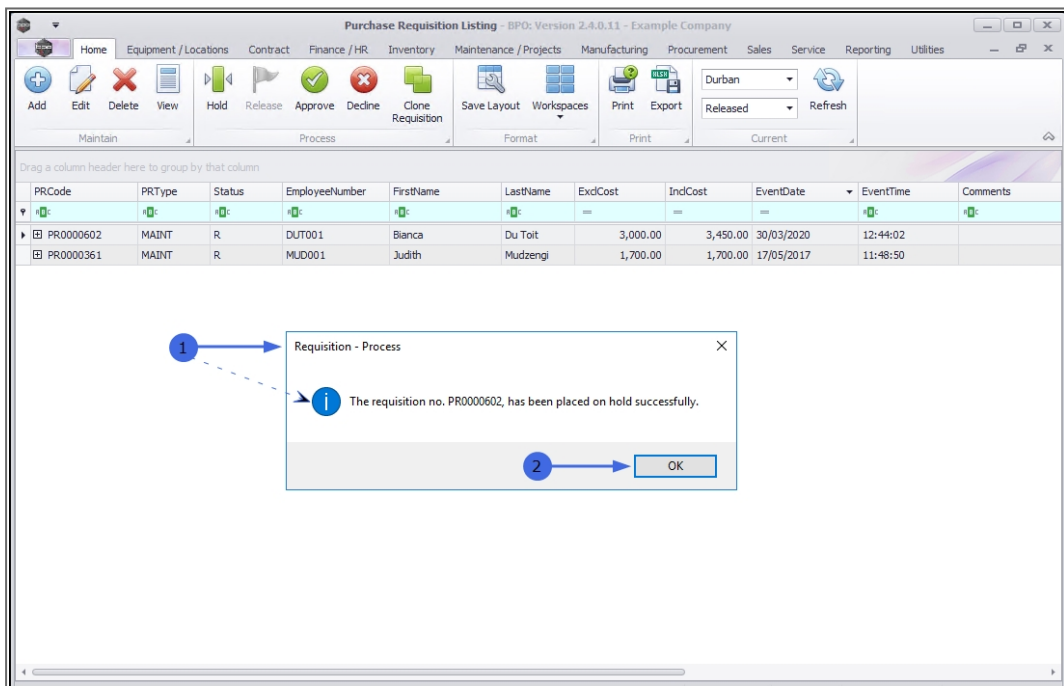
1. In the **Purchase Requisition Listing** screen,
2. Ensure that you have selected the correct **site** and the status is set to **Released**.
3. Select the **row** of the **Purchase Requisition** that you wish to move back into the **New** status, for editing.
4. Click on **Hold**.



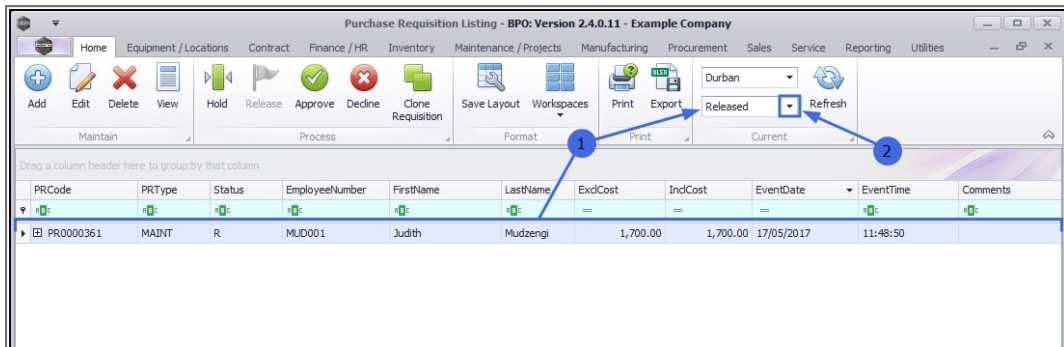
1. A **Hold Comment** message box will pop up.
2. Type in the **reason** for placing the Requisition on Hold. For example you can type in:
  - "Requisition recalled for item price changes."
3. Click on **Save**.



1. A **Requisition - Process** message box will pop up informing you that;
  - The requisition no. [ ] has been placed on hold successfully.
2. Click on **OK**.

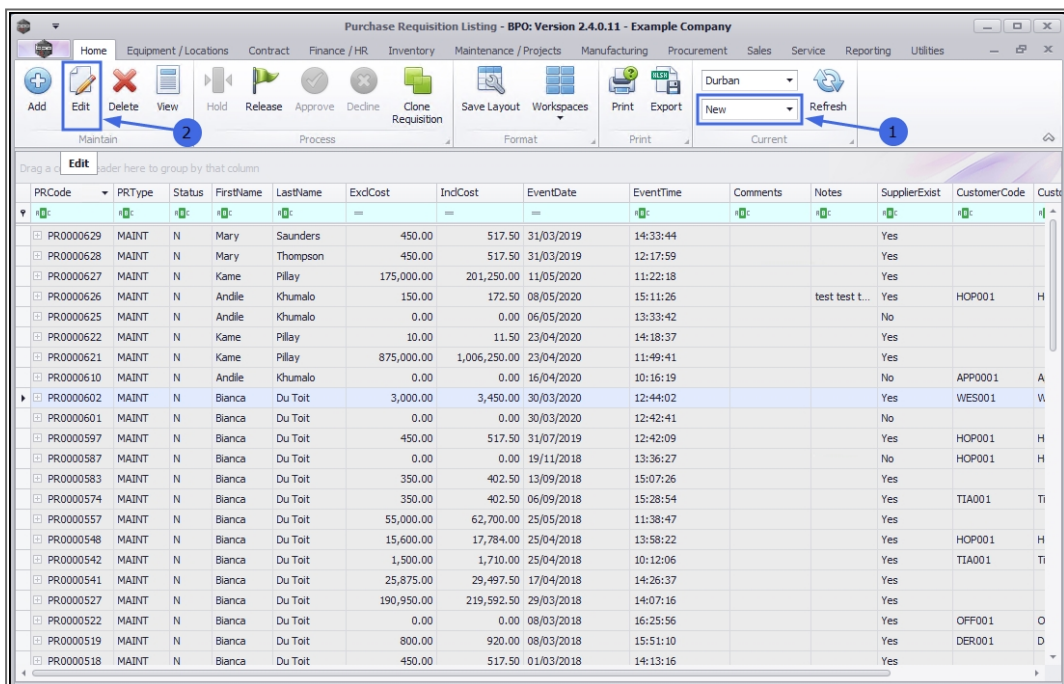


1. The requisition will be **removed** from the listing screen where the status is set to **Released**.
2. Change the screen status to **New**.



## EDIT REQUISITION ITEMS

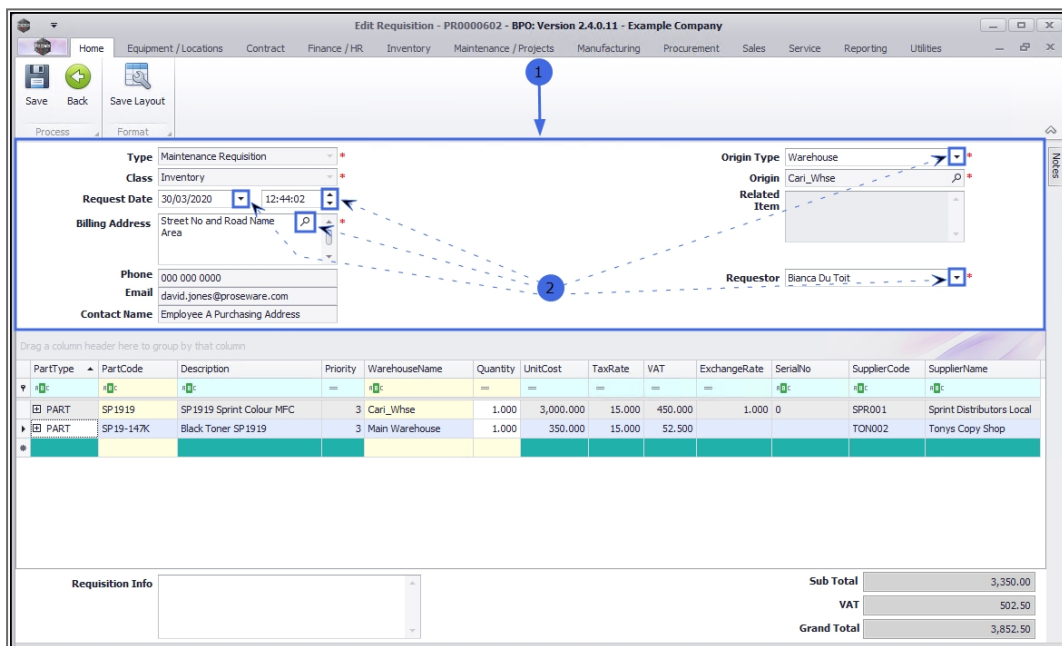
1. The requisition can now be found in the **Purchase Requisition Listing** screen where the status is set to **New**.
  - Now you will be able to **edit** the requisition.
2. Click on **Edit**.



The **Edit Requisition** screen will be displayed.

## EDIT REQUISITION HEADER INFORMATION

- In the **Requisition Header** frame, you have to the ability to edit the following fields:
  - Request Date and Time
  - Billing Address
  - Origin Type and Origin
  - Requestor
- Either use the drop-down **arrow** or the **search** button in the relevant field to open a **list** or a **'Select...'** screen from which you can pick an alternative field entry.



## EDIT REQUISITION ITEMS FRAME

In the Items Frame, you can edit the following:

Add Item

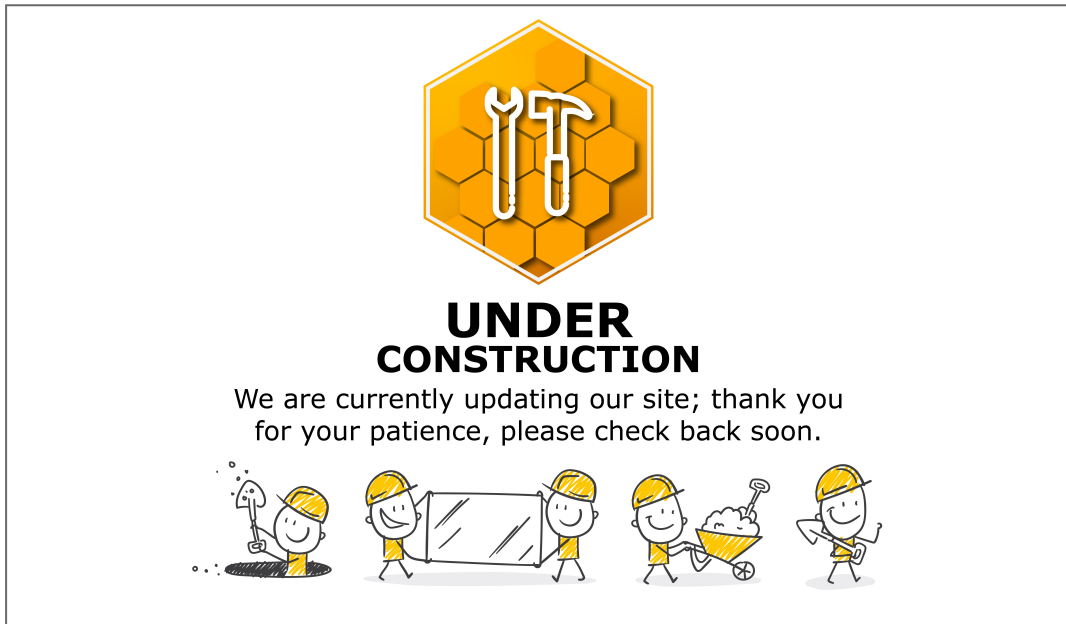
Edit Item

[Edit Item Supplier](#)

Delete Item

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This Topic page is currently being updated, thank you for your patience.  
Please check back soon.



The graphic features a central orange hexagonal icon with a white wrench and hammer. Below it, the text "UNDER CONSTRUCTION" is written in bold black letters. Underneath, a message reads: "We are currently updating our site; thank you for your patience, please check back soon." At the bottom, there are four cartoon construction workers in yellow hard hats and orange shirts, engaged in various tasks: one is painting a wall, two are carrying a large white sheet, one is pushing a wheelbarrow full of white material, and one is holding a tool.

MNU.053.005

