

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

PROCUREMENT

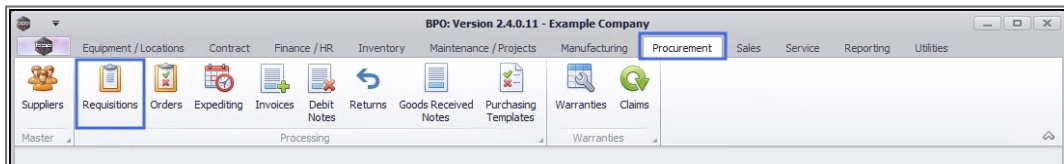
ADD / EDIT / DELETE ITEMS

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.

Ribbon Access: Procurement > Requisitions

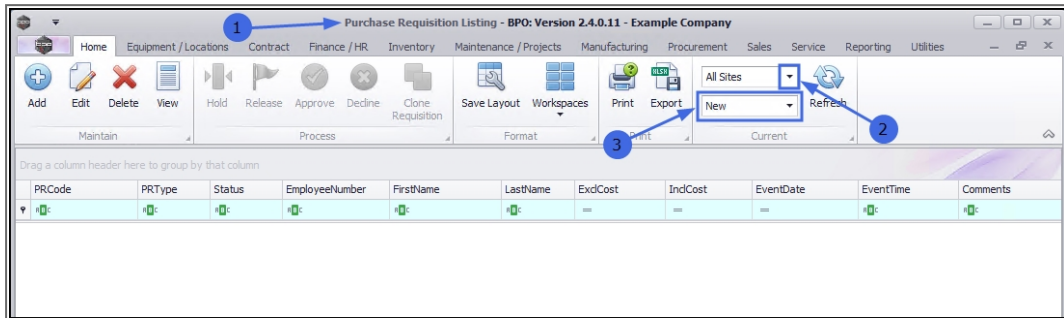


1. The **Purchase Requisition Listing** screen will be displayed.

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.



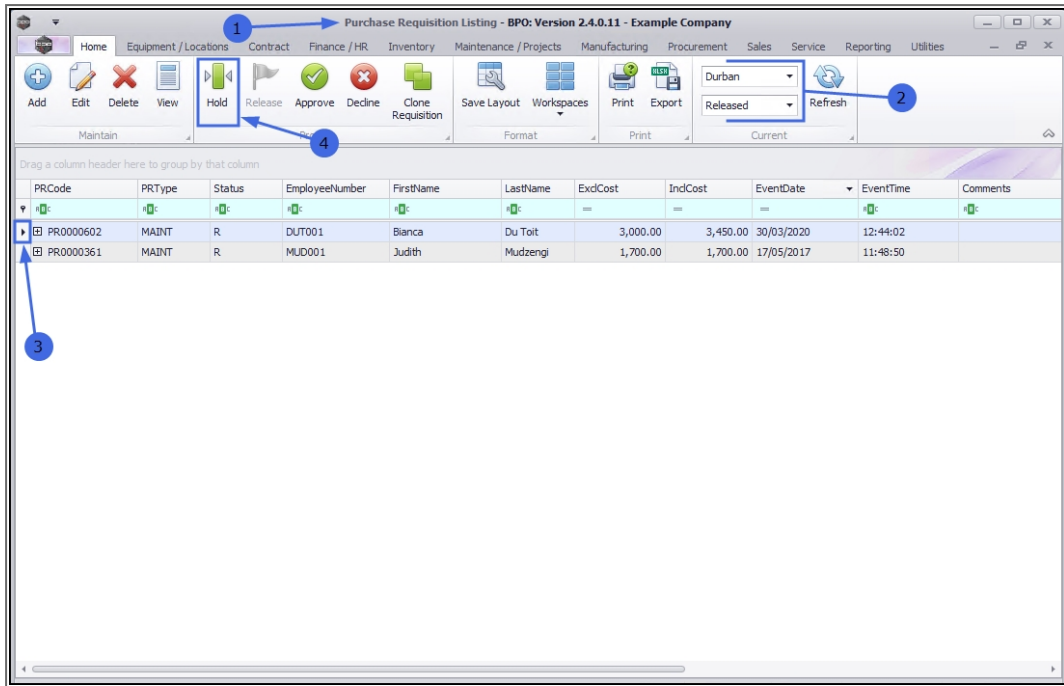
NOTE ON EDITING 'RELEASED' REQUISITIONS

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.

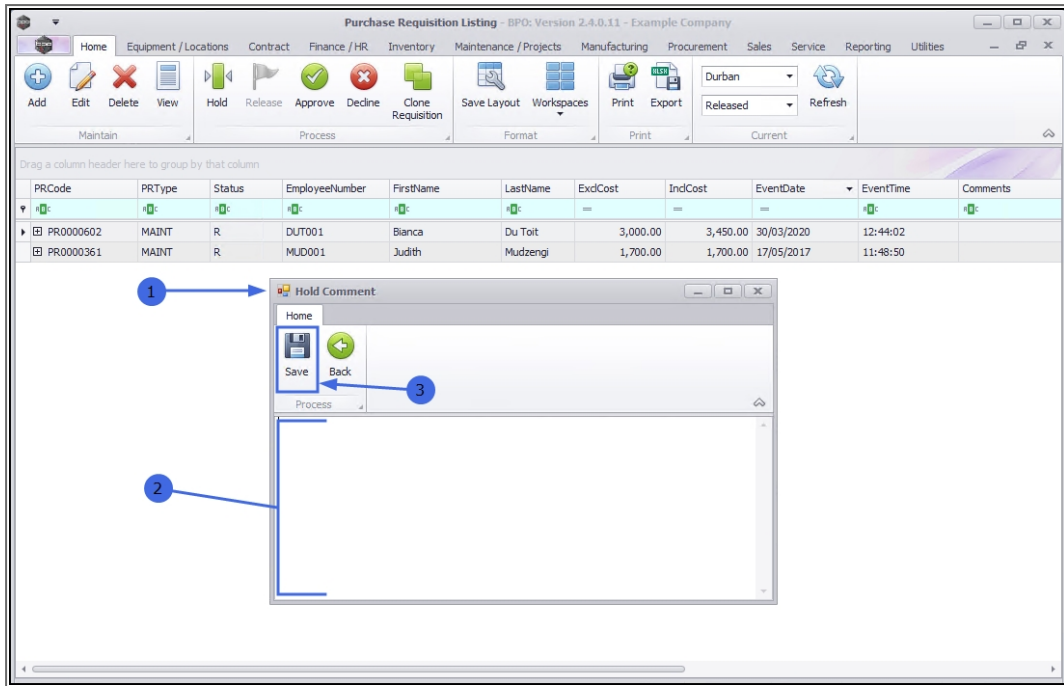
A reasons for editing a requisition that has already been **released for Approval** could be; an item price may have changed. It will then need to be brought back to the **New** status for price editing.

REMOVE REQUISITION FROM RELEASED STATUS TO ENABLE EDITING

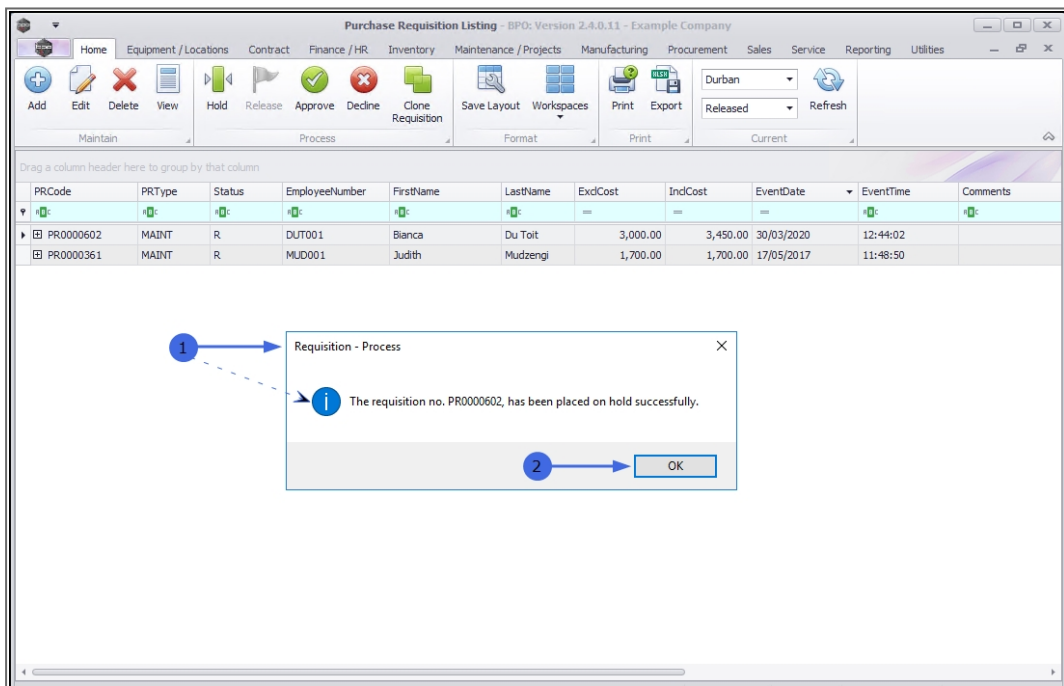
1. In the **Purchase Requisition Listing** screen,
2. Ensure that you have selected the correct **site** and the status is set to **Released**.
3. Select the **row** of the **Purchase Requisition** that you wish to move back into the **New** status, for editing.
4. Click on **Hold**.



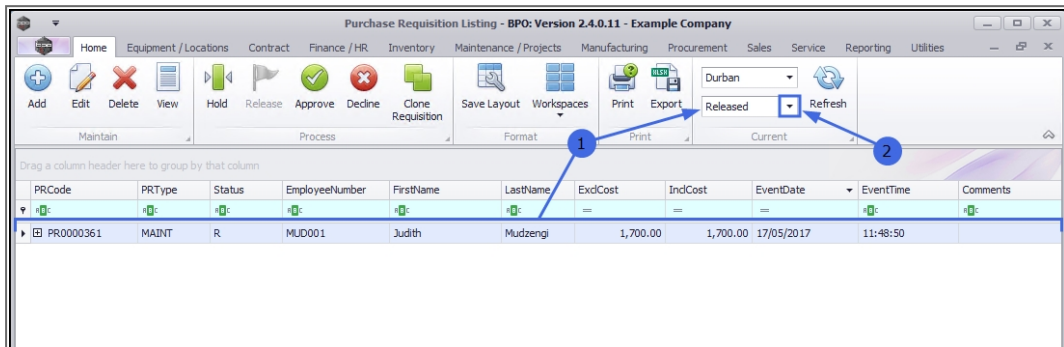
1. A **Hold Comment** message box will pop up.
2. Type in the **reason** for placing the Requisition on Hold. For example you can type in:
 - "Requisition recalled for item price changes."
3. Click on **Save**.



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**.

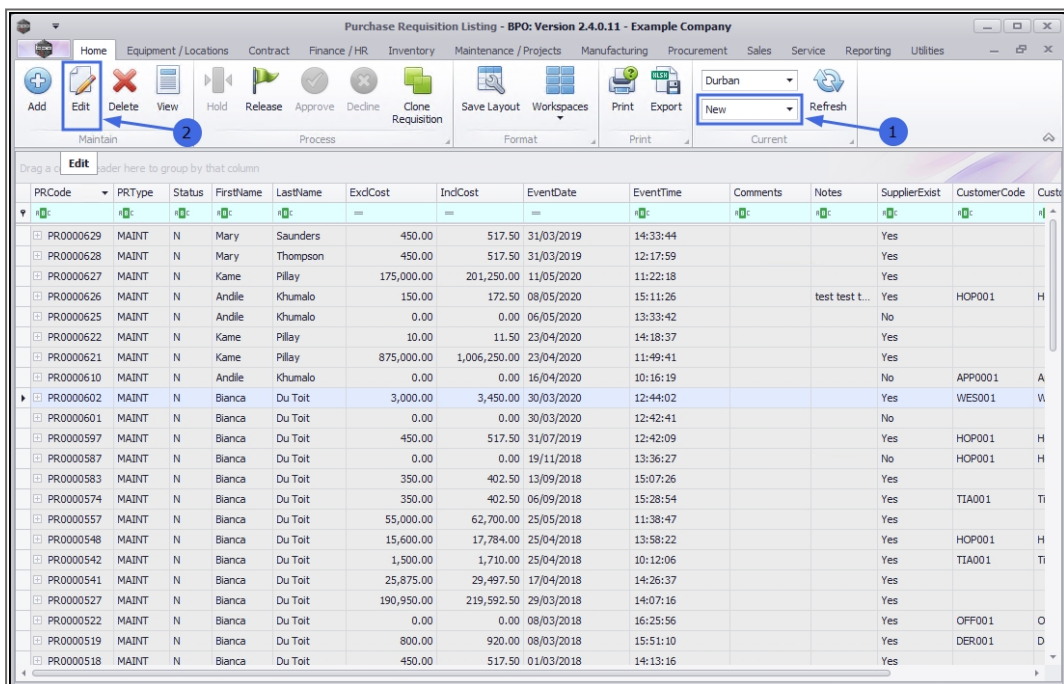


1. The requisition will be **removed** from the listing screen where the status is set to **Released**.
2. Change the screen status to **New**.



EDIT REQUISITION ITEMS

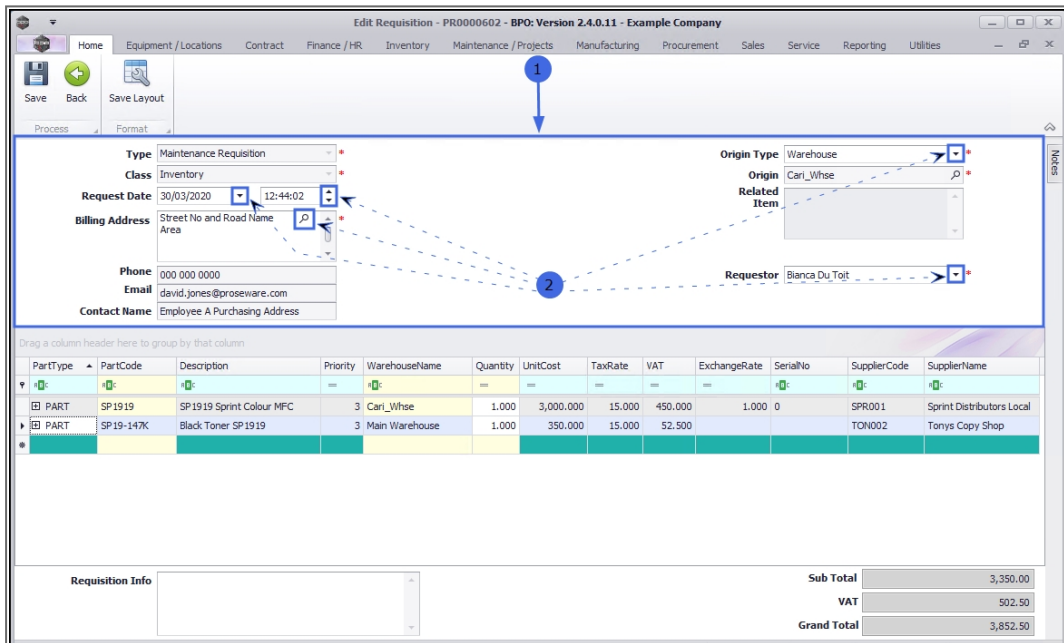
1. The requisition can now be found in the **Purchase Requisition Listing** screen where the status is set to **New**.
 - Now you will be able to **edit** the requisition.
2. Click on **Edit**.



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

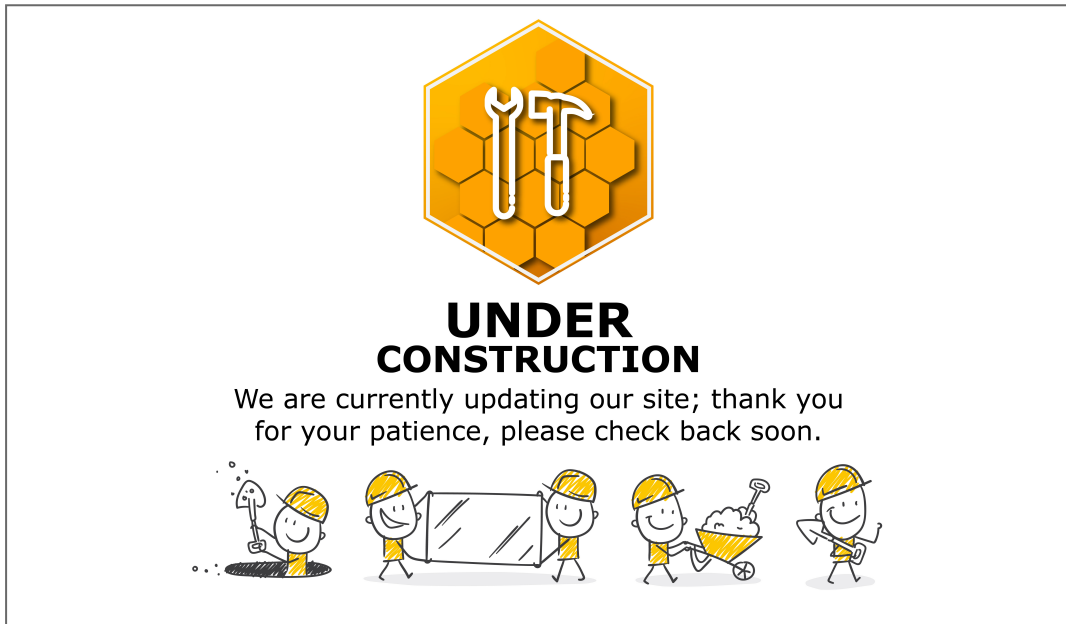
Edit Item

[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.



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