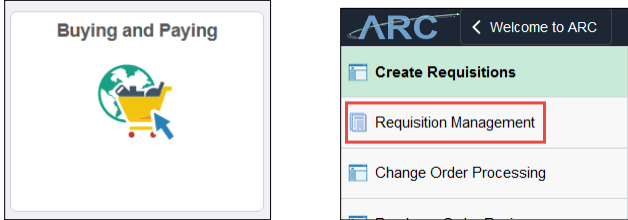


You can modify Requisitions depending on where they are in the approval process. If a Purchase Order has been generated, all actions must be done through a Change Order. Refer to the [Change Order Job Aid](#) for more detail.

Editing a Requisition

1. In ARC, click the **Buying and Paying** tile and then click the **Requisition Management** tab.

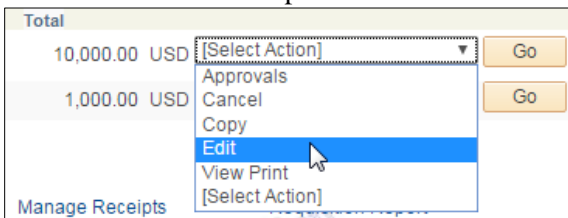


Or, you can click the **NavBar > Main Menu > eProcurement > Manage Requisitions**. The Manage Requisitions page appears.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
0000088123	0000088123	COLUM	05/09/2017	Pending	Valid	10,000.00 USD	[Select Action]	Go
0000088122	0000088122	COLUM	05/08/2017	Open	Not Chk'd	1,000.00 USD	[Select Action]	Go

Requisitions that you created appear on the page.

2. You can either work with the Requisitions displayed or enter a **Requisition ID** and click **Search**.
3. Select **Edit** from the dropdown and click **Go**.



The Edit Requisition – Review and Submit page appears.

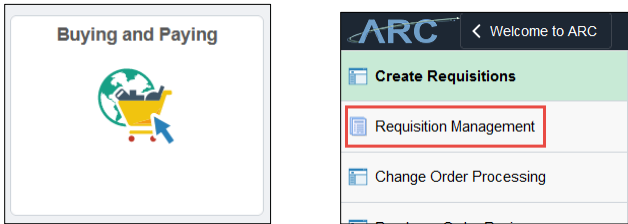
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Computer maintenance		APPLE INC	1.0000	Each	10000.0000	10000.00			Edit

4. You can edit **Requisition Settings** or expand the Line Item to edit the **Requisition Line**.
5. Make the desired edits.
6. Click **Check Budget**.
7. Click **Save and Submit**.

Restarting Requisition Workflow

You may encounter a situation where the approval workflow is terminated and you will need to resubmit the Requisition. Follow the steps below to restart workflow:

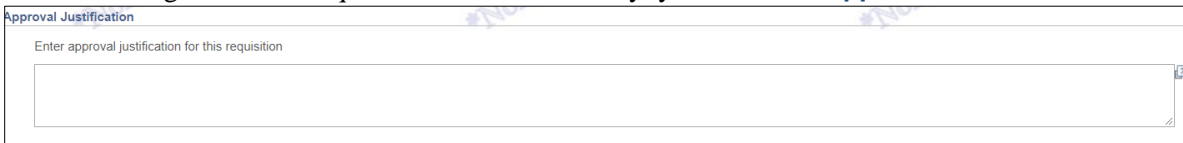
1. In ARC, click the **Buying and Paying** tile and then click the **Requisition Management** tab.



Or, you can click the **NavBar > Main Menu > eProcurement > Manage Requisitions**.

The Manage Requisitions page appears.

2. Enter a **Requisition ID** and click **Search**.
3. Select **Edit** from the dropdown and click **Go**.
The Edit Requisition – Review and Submit page appears.
4. If a change is required to the lined details, expand the Line Item to edit the **Requisition Line** and make the necessary changes to the **Quantity** or **Price**.
Or, if no change is to the Requisition Line is necessary, you can enter **Approval Justification** comments.

The image shows a screenshot of the 'Approval Justification' form field. The field is titled 'Approval Justification' and contains the text 'Enter approval justification for this requisition'. The field is empty and has a small 'X' icon in the bottom right corner.

5. Click **Check Budget**.
6. Click **Save and Submit**.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>