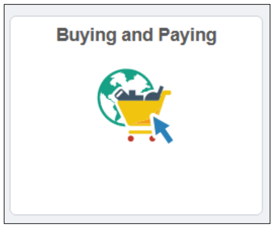
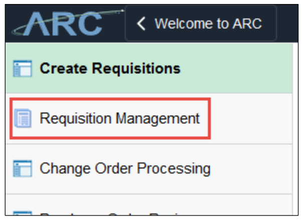
You can modify Requisitions depending on where they are in the approval process.  If a Purchase Order has been generated, all actions must be done through a Change Order.  Refer to the [Change Order Job Aid](#) for more detail.

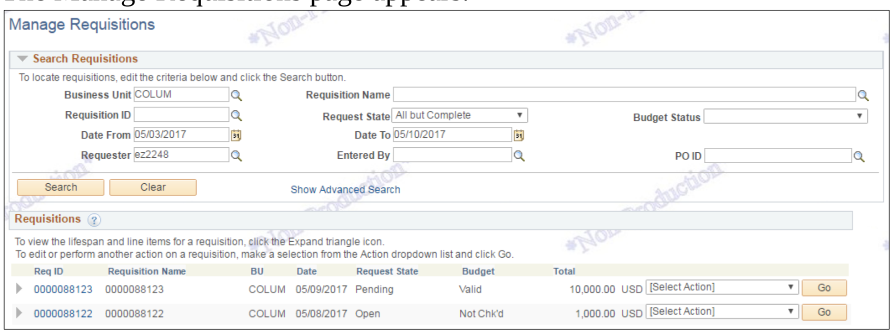
## Editing a Requisition

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



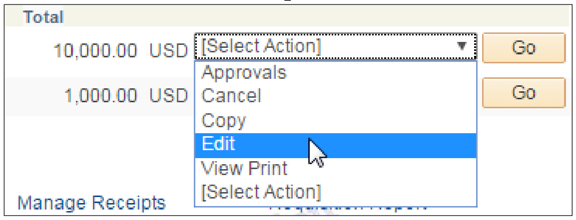




Or, you can click the **NavBar** > **Main Menu** > **eProcurement** > **Manage Requisitions**.
The Manage Requisitions page appears.

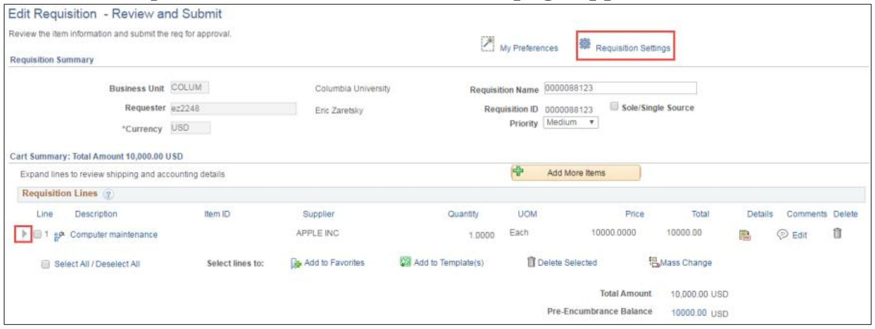



Requisitions that you created appear on the page.

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.

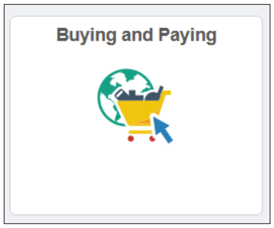


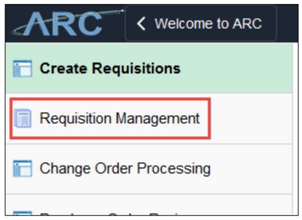

4. You can edit **Requisition Settings** or expand the Line Item to edit the **Requisition Line**.
5. Make the desired edits.
6. Click **Check Budget**.
7. Click **Save and Submit**.

## Restarting Requisition Workflow

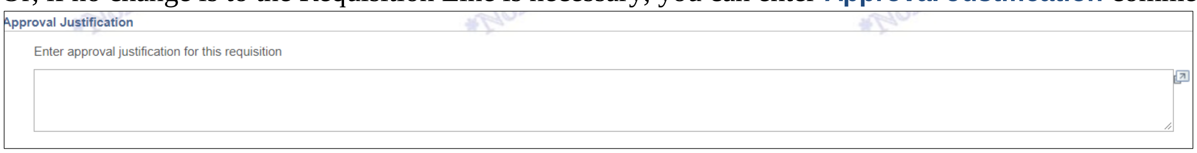
You may encounter a situation where the approval workflow is terminated and you will need to resubmit the Requisition. Follow the steps below to restart workflow:

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.




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