

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 <u>Change Order Job Aid</u> 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

Manage Requisitions	*20				*NOR"	
 Search Requisitions 						
To locate requisitions, edit the criteria belo	w and click the S	earch button.				
Business Unit COLUM	Q	Requisition	Name			Q
Requisition ID	Q	Request	state All but C	omplete 🔻	Budget Status	¥
Date From 05/03/2017	31	D	ate To 05/10/20	17		
Requester ez2248	Q	Enter	ed By	Q	POID	Q
Search Clear		Show Advanced	d Search		- nduction	
Requisitions 👔						
To view the lifespan and line items for a req To edit or perform another action on a requ	uisition, click the isition, make a se	Expand triangle lection from the	icon. Action dropdowr	n list and click Go.	# BJON	
Reg ID Reguisition Name	BU	Date R	equest State	Budget	Total	
0000088123 0000088123	COLUM	05/09/2017 P	ending	Valid	10,000.00 USD [Select Action]	Go
0000088122 0000088122	COLUM	05/08/2017 C	pen	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.

Edit Requisition - Review an	d Submit												
Review the item information and submit the reg for approval.			My Preferences										
Requisition Summary					-								
Business Unit	COLUM	Columbia University	Requisi	ion Name 0000088	123								
Requester	ez2248	Eric Zaretsky	Req	Requisition ID 0000088123 Sole/Single Source									
*Currency	USD			Priority Medium	*								
Cart Summary: Total Amount 10,000.00 U	SD												
Expand lines to review shipping and acc	ounting details			Add Mor	re items								
Requisition Lines													
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete				
Computer maintenance		APPLE INC	1.0000	Each	10000.0000	10000.00		D Edit	Û				
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Sele	ected	Mass Change							
					Total Amount	10,000.00 USD							
				Pre-Enc	umbrance Balance	10000.00 USD							

- 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.



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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**.
- 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.

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Approval Justification
Enter approval justification for this requisition
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- 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