



How to edit a requisition

- ™ Visit the [Procurement landing page](#) on the VSU Website. Enter the eProcurement portal under Purchasing Resources
- ™ Select [Manage Requisitions](#) in the portal. In the Search box, enter your Requisition number in the [Requisition ID](#) box and select [Search](#) (**Helpful Hint: Be sure your requisition number begins with "0000" **)
- ™ Once the requisition has been generated at the bottom of the screen, go to the [drop](#) menu at the right side of the screen. Select [Edit](#) from the drop-down menu and select [Go](#)
- ™ Once inside the requisition, select the hyperlink of the line item you wish to edit.

- ™ Make desired updates and select [Apply](#) (**MarketPlace orders (line items, NIGP, price) cannot be edited.**)

- ™ Once edits are complete, select [Save & submit](#). This action will cause the requisition to reset Approvals.