How to resubmit a denied requisition

™ Visit the Procurement landing page on the VSU Website. Enter the eProcurement portal under Purchasing Resources

™ Once you are in the eProcurement portal, select Manage Requisitions 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 down menu at the right side of the screen. (Be sure to check the comments on the denied requisition to understand what needs to be updated on the requisition. Please see our How To view approval/denial comments document to help find your comments.)

™ Select Edit from the drop down menu and select, Go

™ Make necessary changes or