



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-down 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.

| Line | Description | Item ID | Supplier | Quantity |
|------|--------------------------------|---------|-----------------------------|----------|
| 1 | Samsung 65" LED 4K UHD 7 seri | | B&H FOTO & ELECTRONICS CORP | 1.0000 |
| 2 | Gabor Security Tilt Wall Mount | | B&H FOTO & ELECTRONICS CORP | 1.0000 |
| 3 | shipping | | B&H FOTO & ELECTRONICS CORP | 1.0000 |

Select All / Deselect All Select lines to:

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

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description: Samsung 65" LED 4K UHD 7 series TV

*Price: 534.3400 *Currency: USD

*Quantity: 1.0000 *Unit of Measure: EA

*Category: 84059 Due Date: [BY]

Supplier

Supplier ID: 0000003611

Supplier Name: B&H FOTO & ELECTRONICS CORP Suggest New Supplier

Supplier Item ID: []

Manufacturer

Mfg ID: []

Manufacturer: []

Mfg Item ID: []

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

- ❖ Once edits are complete, select **Save & submit**. This action will cause the requisition to reset Approvals.