



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"**))

Manage Requisitions

Requisition Search
Keyword Search

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit

Requisition ID

Date From

Requester

Requisition Name

Request State

Date To

Entered By

Budget Status

Origin

PO ID

Search
Clear
Show Advanced Search

- ❖ 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**

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

| Req ID | Requisition Name | BU | Date | Request State | Budget | Total | |
|--------------|------------------|-------|------------|---------------|-----------|--------------|---|
| ▶ 0000527136 | Apple iPad | 51000 | 03/17/2022 | Denied | Not Chk'd | 4,064.00 USD | <div style="border: 1px solid #ccc; padding: 2px;"> [Select Action] </div> <ul style="list-style-type: none"> Approvals Cancel Check Budget Copy <li style="background-color: #007bff; color: white;">Edit View Cycle View Print [Select Action] |

Create New Requisition
 Review Change Request
 Review Change Tracking
 Manage Receipts

- ❖ Make necessary changes or updates to the denied requisition.
- ❖ Once the updates are made, go into the **Approval Justification box** and make a notation that you have updated the requisition as requested. Then select **Save & submit**. This action will cause the requisition to reset within ePro and be eligible for Approvals again.

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier
 Show at Receipt
 Shown at Voucher

[Add more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

Budget Checking Status: **Not Checked**