Overview

- This job aid will walk you through the appropriate steps to modify a requisition that you've recently submitted.
- You can only modify a requisition if the PO has not been created by the Buyer.
- If the PO has been created by the Buyer, you must follow the instructions to create a Change Order (please see Change Order job aid).
- You can modify requisitions that you have submitted via the following:
  - Goods - Non-Catalog
  - Services - Non-Catalog
  - Payment Request
  - Goods - After the Fact
  - Services - After the Fact
- If a requisition has been submitted but is pending approval from the Department Approver, follow the steps outlined in section 2.
- If a requisition has been approved, but a PO has not been created, follow the steps outlined in section 3.
I. Navigate to Requisition Page

1. You can access the **Purchase Requisitions** task in two ways:
   a. (Option 1) Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.
   b. Under the **Procurement** section, click the drop-down arrow and select **Purchase Requisitions** from the drop-down list.
c. (Option 2) Under the **Procurement** heading on the home page, you can scroll down and click on the **Purchase Requisitions** tile.

![Procurement diagram](image)

### 2. Modifying Requisitions Pending Approval

1. View your **Recent Requisitions** and select the **requisition number**. You can see the **status** for your submitted requisition.

![Recent Requisitions](image)
2. Select the **Actions** dropdown. Select **Withdraw and Edit**.
   
a. **Withdraw and Edit**: Withdraw your requisition and edit the necessary information.
   
b. **Cancel Requisition**: This will cancel the entire submitted requisition.

3. On the pop-up, select **Yes**.
4. Make the necessary changes, then select **Check Funds**.

5. A pop-up will appear indicating whether the funds are available. Select **Ok**.
6. Select **Submit**.

7. A pop-up message will appear confirming that the requisition has been submitted for approval. Select **OK**. To view a PDF version of the request, select **View PDF**.
8. You can see the **requisition number** and **status**. After the requisition has been submitted, it will require the necessary approvals and then source to a PO. The Supplier will send Baylor University an invoice, which will be reviewed and then paid by AP.

![Requisitions screenshot](image)

**3. Requisition Approved but no PO Created**

1. View your **Recent Requisitions** and select the **requisition number**. You can see the **status** for your submitted requisition.

![Requisitions screenshot](image)
2. Select the **Actions** dropdown. Select **Withdraw and Edit** (this is withdrawing from the Buyer’s queue).
   a. **Withdraw and Edit**: Withdraw your requisition and edit the necessary information.
   b. **Cancel Requisition**: This will cancel the entire submitted requisition.

3. On the pop-up, select **Yes**.
4. Make the necessary changes, then select **Check Funds**.

5. A pop-up message will appear confirming that the requisition has been submitted for approval. Select **OK**. To view a PDF version of the request, select **View PDF**.

6. Select **Submit**.
9. A pop-up message will appear confirming that the requisition has been submitted for approval. Select **OK**. To view a PDF version of the request, select **View PDF**.

10. You can see the **requisition number** and **status** of pending approval.

   Requisitions

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Item Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ00000504</td>
<td>Items</td>
<td>Pending approval</td>
</tr>
<tr>
<td>REQ0000493</td>
<td>Nike football equipment</td>
<td>Pending approval</td>
</tr>
<tr>
<td>REQ0000485</td>
<td>Copy paper for biology lab</td>
<td>Pending approval</td>
</tr>
</tbody>
</table>