

Requisition Editing

Who can edit requisitions? Department Account Coder, Approver, Requestor.

Requestor – may edit the requisition before submitting the order for approval.

Step	Task
1.	Click Proceed to Checkout in Shop .
2.	Verify requisition information and edit the requisition as necessary.
3.	Click Place Order when order is ready to submit for approval. NOTE: For information on creating a cart, please refer to the Shopping job aid.

Department Account Coder and Approver – may edit the requisition after the order has been submitted for approval.

Step	Task
1.	Click Orders on the task bar.
2.	Select Approvals .
3.	Click on Requisitions to Approve .
4.	Navigate to a requisition that needs approval.
5.	Click the Assign action on the right of the requisition you wish to assign.
6.	Click the Requisition Number under My Req Approval .
7.	Verify requisition information and edit requisition as necessary per step 8 or proceed to step 9.
8.	To edit: <ul style="list-style-type: none"> By requisition information, select Edit in each section. NOTE: This will allow you to edit fields such as Internal/External Nodes and Commodity Code. OR <ul style="list-style-type: none"> By line item information, select More Info next to the line item you would like to edit. NOTE: This will allow you to edit Price, Quantity, and Description.
9.	Choose the action to perform on this requisition from Available Actions/Options .
10.	Click Go .

Entering Commodity Codes

Any form-created Order (outside of Hosted and Punch-out Catalog Orders) requires you to enter a **Commodity Code** manually. If you do not enter the **Commodity Code** on the form, you will get a yellow warning box when viewing your shopping cart. You can add the **Commodity Code** by following the steps below:

Step	Task
1.	Click Edit in the Supplier/Line Item Details section on the Final Review page.
2.	Click Empty Field... next to the Commodity Code text box.
3.	Click the Search magnifying glass next to the empty Commodity Code field.
4.	Enter a partial Commodity Code (example: 64) or a Description (example: paper).
5.	Click Search .
6.	Click Select in the next popup box.

Copy a Requisition to a New Cart:

Step	Task
1.	Access the completed requisition.
2.	Select Copy to New Cart from Available Actions/Options drop-down menu.
3.	Click Go .

Edit FOAPAL Codes:

Step	Task
1.	Select Edit or View/Edit by line item... within the Accounting Codes section. <ul style="list-style-type: none"> Select From profile values... OR <ul style="list-style-type: none"> Select From all values... and search by Value (example: 200250-1) or Description (example: 103 Indirect Cost Recovery) or a portion of either Value (example: 200) or Description (example: Indi).
2.	Click the Add Split link on the right of the Accounting Code popup box to split FOAPAL codes and repeat step 1 above. NOTE: For details, please refer to the Split FOAPAL Codes job aid.
3.	Click Save .

Notes and Attachments

- Internal Notes and Attachments will stay in iBuy and can be shared between departments.
- External Notes will go to Banner along with Attachments to the vendor.
- Internal Attachments or Notes are only available within the system and will not display with the PO to the vendor.
- External Attachments or Notes will accompany the PO to the vendor and cannot be added to Punchout orders.

Add Notes to the Requisition:

Step	Task
1.	Click Edit in the Internal/External Notes and Attachments section.
2.	Enter the note.
3.	Click Save .

Add Attachments to the Requisition:

Step	Task
1.	On the Summary tab, Click Add Attachments .
2.	Select Files .
3.	Browse for the file(s) you want to attach.
4.	Click Save .