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: • 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** • 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. • Select **From profile values…** **OR** • 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**.