Editing a Purchase Requisition

Requisitioners may need to edit a Purchase Requisition (PR) if it has been denied by an approver or to make updates to the header or line level information. PRs can be edited as long as it has not been fully invoiced. Changes to the PR including increases in Total Cost or changes to the Ship To address, Requestor, Supplier, Accounting (e.g., Cost Center number, Internal Order number, or WBS Element), or Commodity Code will prompt re-approval of the PR. After a PR has been fully invoiced, changes must be made via a journal entry or a new PR.

Reasons for PR Change or Cancellation
Updating quantity and price (except catalog unit prices)
Adding or deleting a line item, especially if you received a different quantity than ordered
Changing the cost object
A PR been denied by an approver

| Things to Remember When Editing a PR |
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| View the history section of the PR to see if approvers or buyers have made changes to the PR |
| Any changes made increase the lead time for delivery |
| Requisitioners need to communicate any changes to the supplier |
| PR will need to be reapproved |
| Increases in Total Cost or changes to the Ship To address, Requestor, Supplier, Accounting (e.g., Cost Center number, Internal Order number, or WBS Element), or Commodity Code will prompt re-approval of the PR. |
| A new version of the PR, designated by a version number (example: V2), is created and submitted for approval. The new version will be transmitted to the supplier to confirm your communication of the changes with the supplier. |

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View all submitted PRs by navigating to the **Your Requests** tab from the **Guided BUying** homepage.
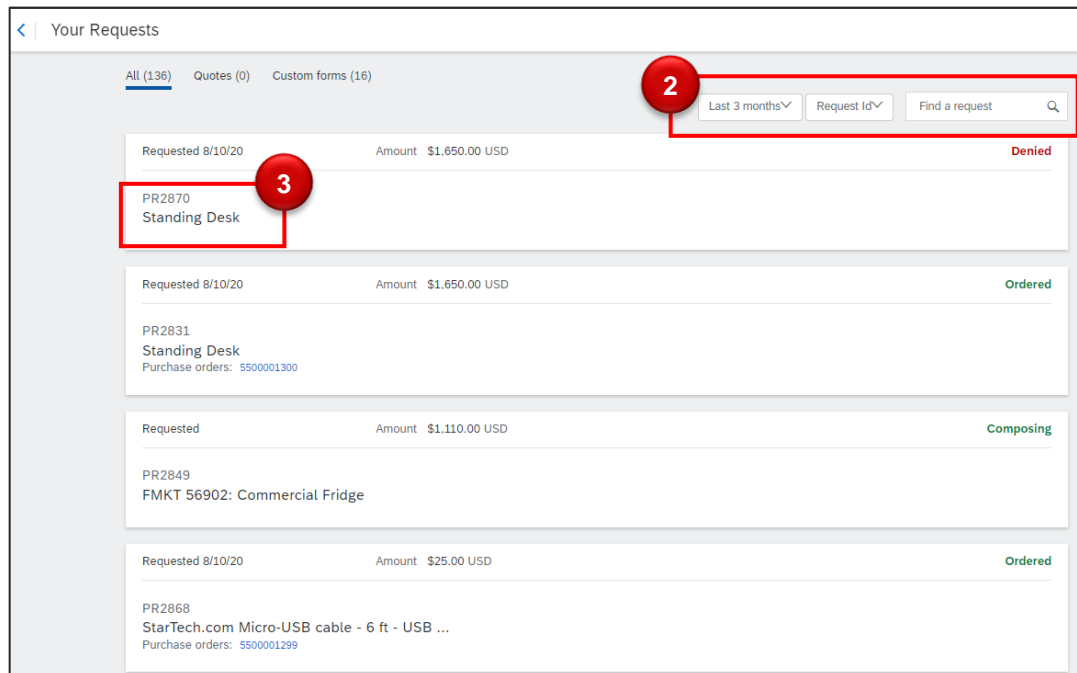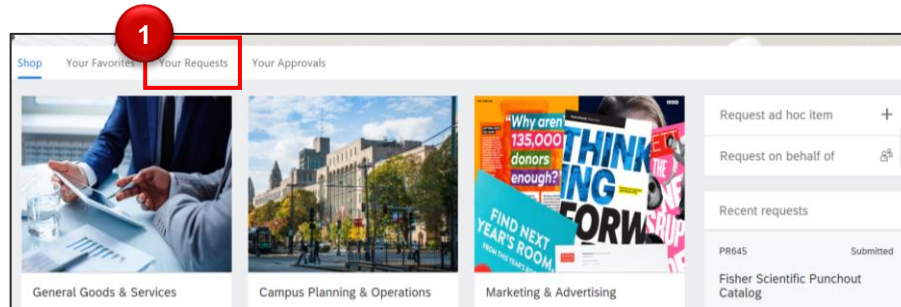
1. Navigate to the **Your Requests** tab from the **Guided BUying** homepage.

2. Filter/search for the PR. Search options include: **Request ID**: PR# **Order ID**: PO# **Request Title**: PR Title **Supplier ID**: Supplier # **Supplier Name**

3. Click the PR # of the appropriate PR.

The first step in the editing process depends on if the PR has been denied or if a PO has been generated.

4a **Editing a Denied PR**: To edit a denied PR, you must first withdraw the PR.

Click **Withdraw** and confirm on the prompt to revert PR to a Composing status.

Next, click **View requisition**.

Click **Edit** and confirm on the prompt to make changes at checkout and resubmit the PR.

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If a PO has not been generated, select **Withdraw** or **Edit**. If a PO has been generated, select **Change Request**.

4b

4b **Editing before a PO has been generated**: Click **Edit** to make changes directly at checkout. Next, click **Edit** on the prompt.

Withdraw reverts the PR to a composing status. PRs in a composing status are available under the **Your Requests** tab.

4c **Editing after a PO has been generated**: Click **Change Request**. Next, click **Change requisition** on the prompt.

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The PR is now editable. Make changes to **Line Item Details**, **Accounting**, or **Shipping** information. In this example, quantity (Qty) is edited.

The PR is now editable.

Edit details such as **Accounting**, **Price, Shipping information**, or other **Line Item Details**. In this example, **quantity (Qty)** will be edited.

5 Update the quantity in **Quantity** field.

Review changes and click **Submit**. Changes to the PR including increases in Total Cost or changes to the Ship To address, Requestor, Supplier, Accounting (e.g., Cost Center number, Internal Order number, or WBS Element), or Commodity Code will prompt re-approval of the PR. If editing after a PO is generated, a new version of the PR is generated and shown next to the PR number.

6 After all required changes are made, click **Submit**.

7 **Note**: If a PO has been generated, a new version of the PR, designated by a version number (example: V2), is created and submitted for approval.

If editing before a PO is generated, there will be no version change to the PR, it will just be updated. You will see the history of the PR, including all edits, under the History tab.