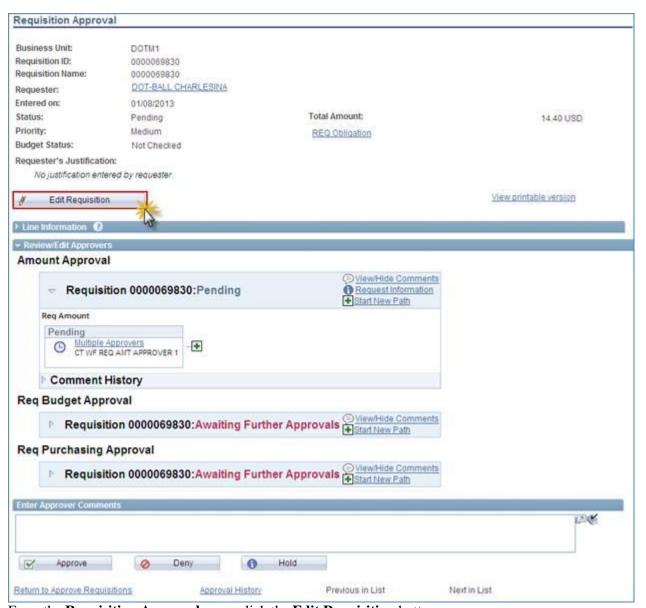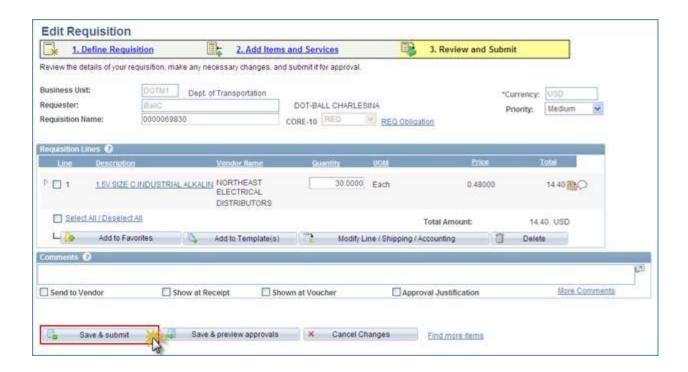When an approver chooses to edit a requisition, he or she makes the necessary changes then saves and submits it back into workflow. The approver must return to the **Requisition Approval** page to complete the approval.

Navigation: **Worklist** > Select a requisition.

From the **Requisition Approval** page, click the **Edit Requisition** button.

Edit Requisition

	1. Define Requisition		2. Add Items and Services		3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:	DOTM1	Dept. of Transportation		*Currency: USD
Requester:	BallC	DOT-BALL CHARLESINA		Priority: Medium
Requisition Name:	0000069830	CORE-10 REQ	REQ Obligation	

Requisition Lines ❓

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▶ ☐ 1	1.5V SIZE C INDUSTRIAL ALKALIN	NORTHEAST ELECTRICAL DISTRIBUTORS	30.0000	Each	0.48000	14.40

☐ Select All / Deselect All   Total Amount: 14.40 USD

Add to Favorites	Add to Template(s)	Modify Line / Shipping / Accounting	Delete

Comments ❓

[ ]

☐ Send to Vendor   ☐ Show at Receipt   ☐ Shown at Voucher   ☐ Approval Justification   More Comments

Save & submit	Save & preview approvals	✕ Cancel Changes	Find more items

Review and edit the requisition as necessary, click the **Save and Submit** button.

Confirmation

Requested For:	DOT-BALL CHARLESINA	Number of Lines:	1
Requisition Name:	0000069830	Total Amount:	14.40 USD
Requisition ID:	0000069830		
Business Unit:	DOTM1		REQ Obligation
Status:	Pending		
Priority:	Medium		
Budget Status:	Not Checked		

Amount Approval

▼ **Requisition 0000069830:Pending**

○ View/Hide Comments
ⓘ Request Information
⊞ Start New Path

Req Amount

Pending
🕐 Multiple Approvers
CT WF REQ AMT APPROVER 1   ⊞

▶ **Comment History**

Req Budget Approval

▶ **Requisition 0000069830:Awaiting Further Approvals**   ○ View/Hide Comments ⊞ Start New Path

Req Purchasing Approval

▶ **Requisition 0000069830:Awaiting Further Approvals**   ○ View/Hide Comments ⊞ Start New Path

	Change Request/Line Approval Summary		Personalize	View All	🔎	1 of 1
Line	Item Description	Change Request	Line Re-Approval
1	1.5V SIZE C INDUSTRIAL ALKALIN		Routed for Approval

[Submit]   [Edit Requisition]   [Apply Approval Changes]

View printable version   Manage Requisitions   Create New Requisition
Approval History   Return to Requisition Approval

Click the **Return to Requisition Approval** link.

Requisition Approval

Business Unit:	DOTM1
Requisition ID:	0000069830
Requisition Name:	0000069830
Requester:	DOT-BALL CHARLESINA
Entered on:	01/08/2013
Status:	Pending
Priority:	Medium
Budget Status:	Not Checked

Total Amount: 14.40 USD
REQ Obligation

Requester's Justification:
   No justification entered by requester.

[Edit Requisition]   View printable version

▶ Line Information ❓

▼ Review/Edit Approvers

Amount Approval

Requisition 0000069830:Pending   ○ View/Hide Comments
                                          ⓘ Request Information
                                          ✚ Start New Path

Req Amount

Pending
   ○ Multiple Approvers   ✚
      CT WF REQ AMT APPROVER 1

▶ Comment History

Req Budget Approval

Requisition 0000069830:Awaiting Further Approvals   ○ View/Hide Comments
                                                    ✚ Start New Path

Req Purchasing Approval

Requisition 0000069830:Awaiting Further Approvals   ○ View/Hide Comments
                                                    ✚ Start New Path

Enter Approver Comments

[   ]

[✓ Approve]   [⊘ Deny]   [ⓘ Hold]

Return to Approve Requisitions   Approval History   Previous in List   Next in List

Click the Approve button.