

# Editing Requisitions Created from Auto Replenishment



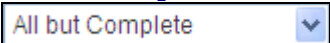
The **Editing Requisitions Created from Auto Replenishment** topic demonstrates how to search for and edit the requisitions in the **Manage Requisitions** component of eProcurement. Replenishment requests requisitions are created in the Open status and must be Saved and Submitted on the Manage Requisitions page to continue processing.

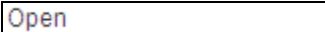
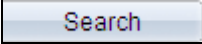
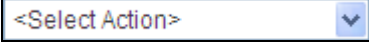
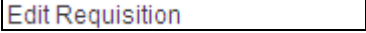
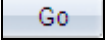
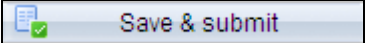
## Procedure

Navigation: eProcurement > Manage Requisitions

Step	Action
1.	Requisitions loaded from replenishment requests are created in an <b>Open</b> status.  The search criteria may have to be edited to specify or remove criteria such as <b>Business Unit</b> and <b>Requester ID</b> .

The screenshot displays the Oracle eProcurement 'Manage Requisitions' interface. At the top, there are navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below that is a search section titled 'Search Requisitions' with instructions: 'To locate requisitions, edit the criteria below and click the Search button.' The search criteria include: Business Unit, Requisition ID, Date From (01/03/2013), Date To (01/10/2013), Requester, Request Name, Request Status (dropdown menu set to 'All but Complete'), Budget Status, and PO ID. There are 'Search' and 'Clear' buttons. Below the search form is a table of requisitions. The table has columns: Req ID, Requisition Name, BU, Date, Status, Budget, and Total. The table lists several requisitions, including one with 'snow plow and blowers' and another with 'Multi Item Restock P-Card'. Each row has a dropdown menu for actions and a 'Go' button.

Step	Action
2.	Click the <b>Request Status</b> list on the <b>Manage Requisitions</b> page. 

Step	Action
3.	Click the <b>Open</b> list item. 
4.	Click the <b>Search</b> button. 
5.	Click the <b>Select Action</b> list. 
6.	Click the <b>Edit Requisition</b> list item. 
7.	Click the <b>Go</b> button. 
8.	There is an opportunity to validate and edit the requisition as necessary prior to saving and submitting.
9.	Click the <b>Save &amp; submit</b> button. 
10.	<b>End of Procedure.</b>