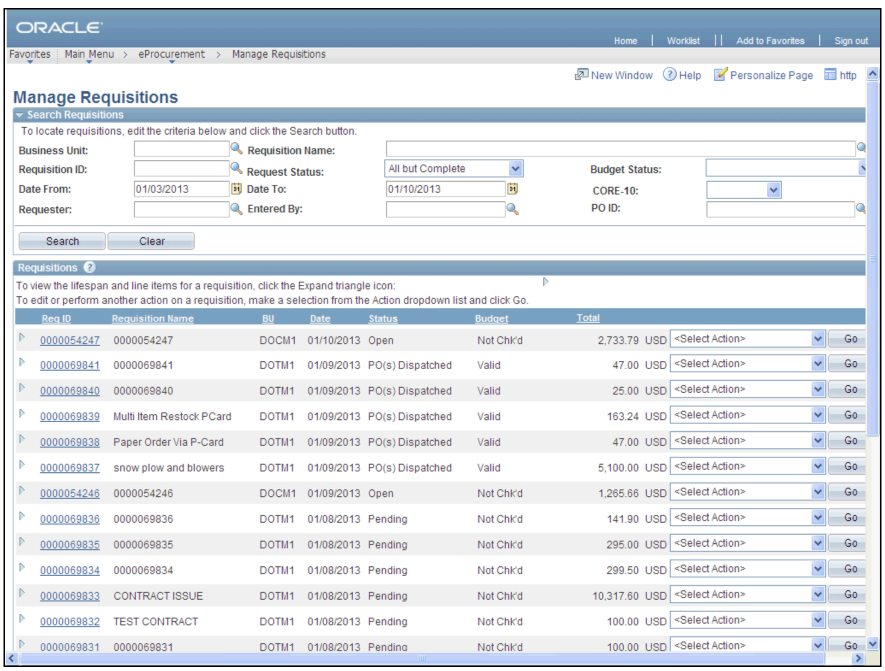
Editing Requisitions Created from Auto Replenishment

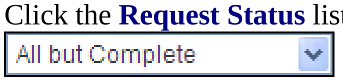
The **Editing Requisitions Created from Auto Replenishment** topic demonstrates how to search for and edit the requisitions in the **Manage Requisitions** component of eProcurement. Replenishment requests requisitions are created in the Open status and must be Saved and Submitted on the Manage Requisitions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

Procedure

Navigation: eProcurement > Manage Requisitions

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



Step	Action
2.	Click the **Request Status** list on the **Manage Requisitions** page. 

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