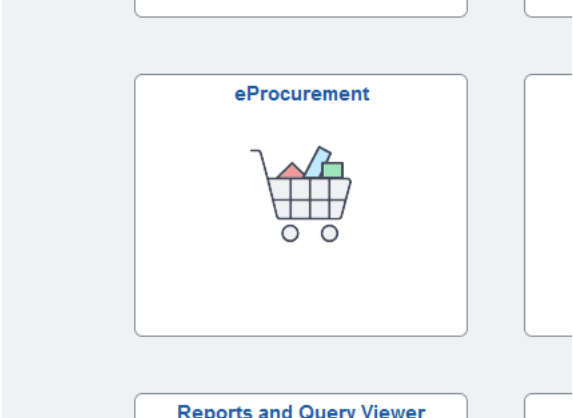


Step	Action																
1	Fiscal year renewal requisitions can be edited but have special instructions to maintain their correct status. In Peoplesoft, select the eProcurement tile.																
																	
2	Navigate to Manage Requisitions on the left navigation. Select clear, enter your Business Unit of NORMN or OUHSC. Enter the requisition number that needs to be updated and change the Date From and Date To " 07/01/2024 " and then select Search.																
3	<p>Manage Requisitions</p> <p>Search Requisitions</p> <p>To locate requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: NORMN Requisition ID: 0000049504 Date From: 07/01/2024 Requester: []</p> <p>Request State: Open Date To: 07/01/2024 Origin: [] Entered By: [] Supplier: [] PO ID: []</p> <p>Buttons: Search, Clear, Show Advanced Search</p> <p>Requisitions</p> <p>To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.</p> <table border="1"> <thead> <tr> <th>Req ID</th> <th>Requisition Name</th> <th>BU</th> <th>Date</th> <th>Request State</th> <th>Budget</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>▶ 0000049504</td> <td>FY25 Requisition</td> <td>NORMN</td> <td>07/01/2024</td> <td>Open</td> <td>Not Chk'd</td> <td>1,500.00 USD</td> <td>[Select Action] Go</td> </tr> </tbody> </table>	Req ID	Requisition Name	BU	Date	Request State	Budget	Total		▶ 0000049504	FY25 Requisition	NORMN	07/01/2024	Open	Not Chk'd	1,500.00 USD	[Select Action] Go
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▶ 0000049504	FY25 Requisition	NORMN	07/01/2024	Open	Not Chk'd	1,500.00 USD	[Select Action] Go										
4	<p>Select Edit in the "Select Action" drop-down box and click Go.</p> <p>Requisitions</p> <p>To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.</p> <table border="1"> <thead> <tr> <th>Req ID</th> <th>Requisition Name</th> <th>BU</th> <th>Date</th> <th>Request State</th> <th>Budget</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>▶ 0000049504</td> <td>FY25 Requisition</td> <td>NORMN</td> <td>07/01/2024</td> <td>Open</td> <td>Not Chk'd</td> <td>1,500.00 USD</td> <td>[Edit] Go</td> </tr> </tbody> </table>	Req ID	Requisition Name	BU	Date	Request State	Budget	Total		▶ 0000049504	FY25 Requisition	NORMN	07/01/2024	Open	Not Chk'd	1,500.00 USD	[Edit] Go
Req ID	Requisition Name	BU	Date	Request State	Budget	Total											
▶ 0000049504	FY25 Requisition	NORMN	07/01/2024	Open	Not Chk'd	1,500.00 USD	[Edit] Go										
5	<p>The requisition entry page will appear. Select the Description of the line that needs to be updated.</p> <p>Requisition Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>▶ 1</td> <td>Testing for Fiscal Year Renewa</td> </tr> </tbody> </table> <p>Select All / Deselect All</p>	Line	Description	▶ 1	Testing for Fiscal Year Renewa												
Line	Description																
▶ 1	Testing for Fiscal Year Renewa																



6 The Edit Requisition page appears, Update the price, and then select **APPLY**.

Home My Preferences Requisition Settings 1 Line Checkout

Search All Search Advanced Search

Requisition

Enter information about the non-catalog item you would like to order.

Item Details

*Item Description Testing for Fiscal Year Renewals

*Price 4500.0000 *Currency USD

*Quantity 1.0000 *Unit of Measure LOT

*Category 829100 Due Date

Supplier

*Supplier ID 9100011975

Supplier Name AMERISOURCEBERGEN AMERISOURCEBERGEN DRUG CORPORATION

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Apply

7 This pop-up message will appear for any lines that are marked **Amount Only**. Click **YES**.

Message

The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)

The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

Yes No

8 **NOTE: This change will remove the Fiscal Year Renewal checkmark from all lines marked amount only, so you will need to re-check the Fiscal Year Renewal box by clicking on Details for each amount only line.**

Line Details

Requisition - Review a

the item information and submit the

Business Unit

Requester

*Currency

Summary: Total Amount 4,500.00 USD

and lines to review shipping and ac

Requisition Lines

Line	Description
1	Testing for Fiscal Year Renewals

Item Details

Merchandise Amount 4500.00 USD

Category 829100

Original Substituted Item Description

Physical Nature Services

Buyer

Buyer Information

Configuration Info

Waiting on Bid

Device Tracking

Fiscal Year Renewal

Amount Only

Inspection Required



9	<p>Check the Fiscal Year Renewal Box then scroll down and click OK.</p> <p>Line Details</p> <p>Line Details ?</p> <p>No Image Line 1 Testing for Fiscal Year Renewa Line Status Open</p> <p>Item Details ?</p> <p>Merchandise Amount 4500.00 USD <input type="checkbox"/> Waiting on Bid</p> <p>Category 829100 <input type="checkbox"/> Device Tracking</p> <p>Original Substituted Item Description <input checked="" type="checkbox"/> Fiscal Year Renewal</p> <p>Physical Nature Services <input checked="" type="checkbox"/> Amount Only</p> <p>Buyer <input type="checkbox"/> Inspection Required</p> <p>Buyer Information</p> <p>Configuration Info</p>
10	<p>Click Save for Later Save for Later. This will Save the edits to the Requisition. To exit the requisition, select Return to Requisition Link</p> <p>Budget Checked StatusNot Checked <input type="checkbox"/> Return to Requisition</p> <p><input checked="" type="checkbox"/> Save for Later Add More Items Preview Approvals Add Request Document</p>
11	<p>If you have additional questions, please email Procurement at askpurchasing@ouhsc.edu or email any contract specialist to request further assistance.</p>