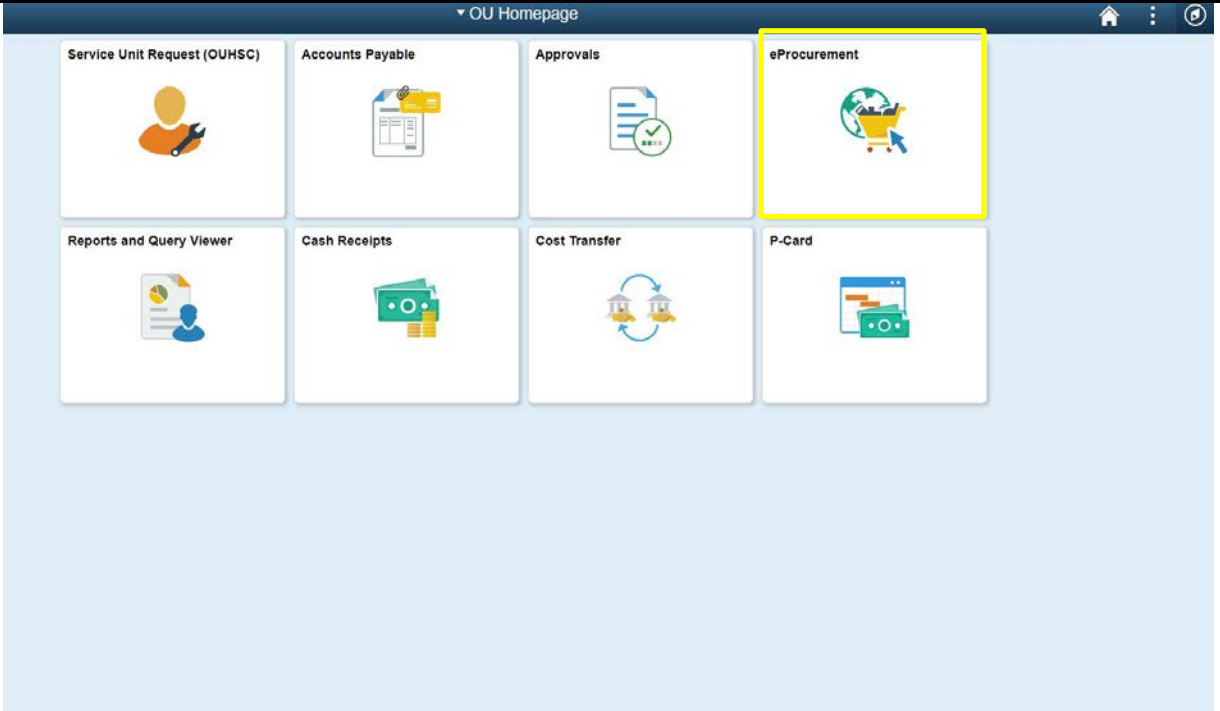




Step	Action
<b>Navigation: eProcurement – Manage Requisitions</b>	
1	<p>Peoplesoft Purchase Orders can be changed through the Change Order process. There are two Change Order processes: 1. Change an existing line amount and 2. Add a line.</p> <p>Change Orders cannot be processed on Marketplace orders. Please contact the Marketplace supplier directly for any changes / issues with an order.</p>
2	In Peoplesoft, select the <b>eProcurement</b> tile.
	 <p>The screenshot shows the 'OU Homepage' dashboard with several tiles. The 'eProcurement' tile, which features a shopping cart icon, is highlighted with a yellow border. Other visible tiles include 'Service Unit Request (OUHSC)', 'Accounts Payable', 'Approvals', 'Reports and Query Viewer', 'Cash Receipts', 'Cost Transfer', and 'P-Card'.</p>
3	Navigate to <b>Manage Requisitions</b> on the left navigation. Select <b>clear</b> , enter your Business Unit of <b>Normn</b> or <b>OUHSC</b> . Enter the requisition number that needs to be updated and then select <b>Search</b> .



**Manage Requisitions**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

Requisition ID: 0000015615 Request State: Approved Budget Status:

Date From:  Date To: 03/20/2022 Origin:  Org:

Requester:  Entered By:  Supplier:  PO ID:

[Show Advanced Search](#)

**Requisitions**

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.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000015615	OU COPELAND HALL "DEI"	NORMN	08/26/2021	Approved	Valid	6,601.40 USD	[Select Action] <input type="button" value="Go"/>

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

4 Select **Edit** in the 'Select Action' drop down box and then select **Go**.

**Requisitions**

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.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000015615	OU COPELAND HALL "DEI"	NORMN	08/26/2021	Approved	Valid	6,601.40 USD	[Edit] <input type="button" value="Go"/>

5 A pop up will appear asking to verify the request to edit the requisition and notifying the approval process will restart. **Select OK.**

and line items for a requisition, click the Expand triangle icon.

This requisition is approved. Editing this requisition may restart the approval process. (18036,6249)

Click OK to continue, or click Cancel to go back.

6 The requisition entry page will appear. Select the **Description** of the line that needs to be updated.

Cart Summary: Total Amount 6,601.40 USD

Expand lines to review shipping and accounting details

**Requisition Lines**

Line	Description	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	JSI, VISION 24X42 FILE/FILE RE	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	635.80000	635.80		Edit	
2	JSI, VISION 30 X 66 SINGLE PED	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	944.90000	944.90		Edit	
3	JSI, VISION 24 X 42 FILE/FILE	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	635.80000	635.80		Edit	
4	JSI, VISION 30 X 66 SINGLE PED	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	944.90000	944.90		Edit	
5	MISC LABOR #1 - MOVE EXISTING	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	450.00000	450.00		Edit	
6	MISC LABOR - TAKE WALL PANELS	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	2,990.00000	2990.00		Edit	

Select All / Deselect All    **Select lines to:**



7 The Edit Requisition page appears. **Update the Price or Quantity**, and then select **Apply**. Please note, a Change Order cannot decrease line(s) and increase line(s) at the same time and process correctly. The decrease Change Order must be submitted and processed by Procurement first, and then the Change Order to increase must be submitted and processed by Procurement.

Since the Unit of Measure is Lot on this example, the quantity is required to be 1.

Edit Requisition ?

Welcome Kacey A Clark Home My Preferences Requisition Settings | 6 Lines Checkout

Request Options All Search Advanced Search

All Request Options

- Web
  - OU Marketplace
- Special Requests

**Special Requests** ?

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

**Item Details**

\*Item Description JSI, VISION 24X42 FILE/FILE RETURN, RIGHT

\*Price  \*Currency USD

\*Quantity  \*Unit of Measure LOT

\*Category 660100 Due Date 12/20/2021

**Supplier**

\*Supplier ID 9100040976

Supplier Name JOHN A MARSHALL COMPANY JOHN A MARSHALL COMPANY

**Additional Information**

See attached quote.

Send to Supplier  Show at Receipt  Show at Voucher

8 The requisition Price on line 1 now displays \$700.00.

Line	Description	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	JSI, VISION 24X42 FILE/FILE RE	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	700.00000	700.00			
2	JSI, VISION 30 X 65 SINGLE	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	944.90000	944.90			

9 To add a line to the requisition, select **Add More Items**.

Currency USD Priority Medium Custom Fields

Cart Summary: Total Amount 6,665.60 USD

Expand lines to review shipping and accounting details

**Requisition Lines** ?

Line	Description	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	JSI, VISION 24X42 FILE/FILE RE	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	700.00000	700.00			

10 The Edit Requisition page appears. Select the **Special Request link**.

Edit Requisition [?](#)

Welcome Kacey A Clark Home My Preferences Requisition Settings | [6 Lines](#) [Checkout](#)

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

[Web](#) Browse Supplier Websites OU Marketplace

**Special Requests** Create a non-catalog request

11 Add the **Item Details** and select **Add to Cart**.

**Special Requests** [?](#)

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

**Item Details**

\*Item Description

\*Price  \*Currency

\*Quantity  \*Unit of Measure

\*Category  Due Date

**Supplier**

\*Supplier ID

Supplier Name

**Additional Information**

Send to Supplier  Show at Receipt  Show at Voucher

**Add to Cart**

12 **Checkout** in the top right corner.

Edit Requisition [?](#)

Welcome Kacey A Clark Home My Preferences Requisition Settings | [6 Lines](#) [Checkout](#)

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

[Web](#) Browse Supplier Websites OU Marketplace

[Special Requests](#) Create a non-catalog request



13 Update the **accounting information** in the new line by selecting the **arrows** by the line and the accounting lines within the line.

7 Training manual

Shipping Line 1

\*Ship To: JOHN A MARSHALL COMPANY  
 Address: 5PP\_1300A  
 201 STEPHENSON PARKWAY  
 5PP ROOM 1300A  
 NORMAN, OK 73019  
 Attention To: Kacey A Clark  
 Due Date:

Quantity: 1.0000  
 Price: 635.0000

Accounting Lines

\*Distribute By: Amt SpeedChart

Line	Status	*Billing Location	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open	DEFAULT	100.0000	635.00	NORMN	

14 Budget check the requisition and, if the budget is **Valid**, then **Save and Submit**.

Check Budget

Budget Checking Status: **Valid**

Return to Requisition

Save & submit Save for Later Add More Items Preview Approvals Add Request Document