

How do I make changes to a requisition that has already been submitted?

Problem

I need to add an attachment or make changes to my requisition that has been submitted.

Solution

Changes to a requisition can only be made if it is **Returned** and **NOT** if Withdrawn:

1. You can access the **PR Approvals** tab to view the next pending **Approver** and request that they select **Return to Requisitioner** from the **Available Actions**.

If only an attachment needs to be added and there are no changes to the requisition

1. Attachments can be added to **Comments** on Purchase Requisitions and on Purchase Orders.

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