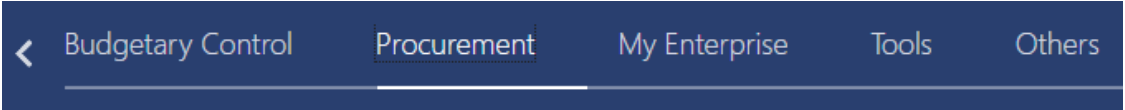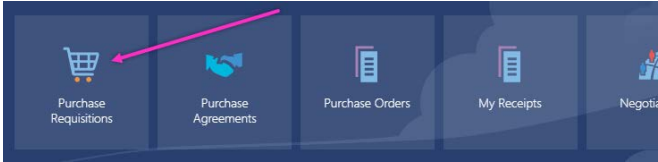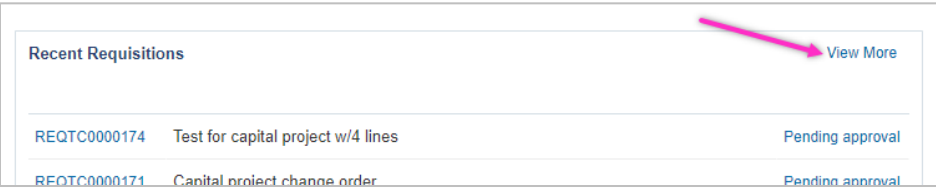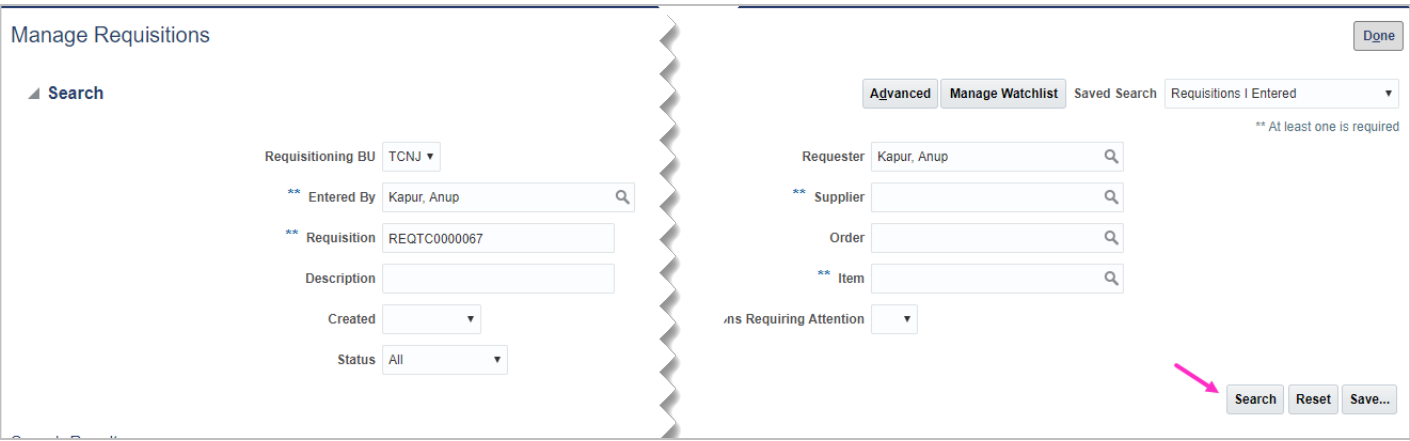# Process Name: Modify a Requisition (prior to PO)

STEP	DETAIL
1	Sign in to Oracle Cloud through **TCNJ Today** app bar Click **Company Single Sign-On** **Username:** TCNJ login **Password:** your password Click Home button in upper Right corner
2	Click the **Procurement** from the scroll menu
3	Click the **Purchase Requisition** infotile
4	From the requisition home page, click the **View More** hyperlink
5	Search for your Requisition

6	• In the Search results page highlight the requisition you wish to edit (Do not click requisition ID hyperlink) **Note:** must **not** have a PO # • Select the **Actions** drop down and select **Withdraw and Edit**. • Click **Yes** to pop-up. **Search Results** Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Requisition · Description · Creation Date · Approval Amount · Status · Funds Status · Order REQTC0000192 · Multiple Distr-under 2500-DMM · 10/17/2019 · 1,250.00 USD · Incomplete · Not reserved REQTC0000191 · Quantity-under $2,500-DMM · 10/17/2019 · 1,250.00 USD · Approved · Liquidated · TCNJ0000111		Actions ▾ View ▾ Format ▾ Duplicate Export to Excel Cancel Requisition Withdraw and Edit Reassign View Document History
	Change any of the amount or quantity as needed. To change line information, highlight the line & click the **Edit** button (which looks like a pencil). You will enter the **new Total** qty or amount, not the added amount.	**Requisition Lines** Actions ▾ View ▾ Format ▾ ✏ ✕ Freeze Detach Wrap Line · Description 1 · Quantity-under $2,500-DMM	
7	Click the **Submit** button (can Check Funds before submitting). Click **OK**		