1. In PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Enter **search criteria** for your requisitions.
4. Click the **Search** button.
5. To see a requisition’s lifespan, click the **expand** button next to requisition.

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6. To see details about an active or completed stage in the lifespan, click on the lifespan icon.
7. To see the approval path for a requisition, click on the Approvals lifespan icon.
8. To see requisition line information, click on the line description.
9. To see requisition schedule and distribution information, click on the Requisition lifespan icon and then select the Requisition and Schedule Information link.

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**Edit a Requisition**

1. In PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. In the search field, enter the **Requisition ID** that needs to be edited (you may need to clear some of the search fields).

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4. Click the **Search** button.
5. In the Requisition ID’s action drop-down list, select **Edit Requisition**.
6. Click the **Go** button.
7. To update the requisition line information, select the link under **Description**. Make the necessary changes and return to 3. Review and Submit.
8. To update an individual requisition line Chartfield information, click its **expand** button. Make the necessary changes.
9. To update multiple requisition lines at one time, select the lines to be edited and select the **Mass Change link**. Make the necessary edits.
10. Select the **Save & Preview Approvals** button.
11. If reinitiating the approval process, consider adding a **comment** to inform your approvers of this.
12. Insert any **ad hoc approvers** if necessary.
13. Click the **Submit** button.

### Delete a Requisition Line

1. From the PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Enter the **Requisition ID** in the Search Criteria (you may need to clear some of the search fields).
4. Click the **Search** button.
5. In the Requisition ID’s action drop-down list, select **Edit Requisition**.
6. Click the **Go** button.
7. **Select** the line(s) you want to delete.
8. Click the **Delete** button.
9. To confirm the deletion, click the **OK** button.
10. Click the **Save and Submit** button.
Cancel a Requisition

1. From the PeopleSoft Financials Core system, select eProcurement in the menu.
2. Select Manage Requisitions.
3. Enter the Requisition ID in the Search Criteria (you may need to clear some of the search fields).
4. Click the Search button.
5. In the Requisition ID’s action drop-down list, select Cancel Requisition.
6. Click the Go button.
7. On the Requisition Details page, select the Cancel Requisition button.
8. On the Manage Requisitions page, the requisition status should change to Canceled.