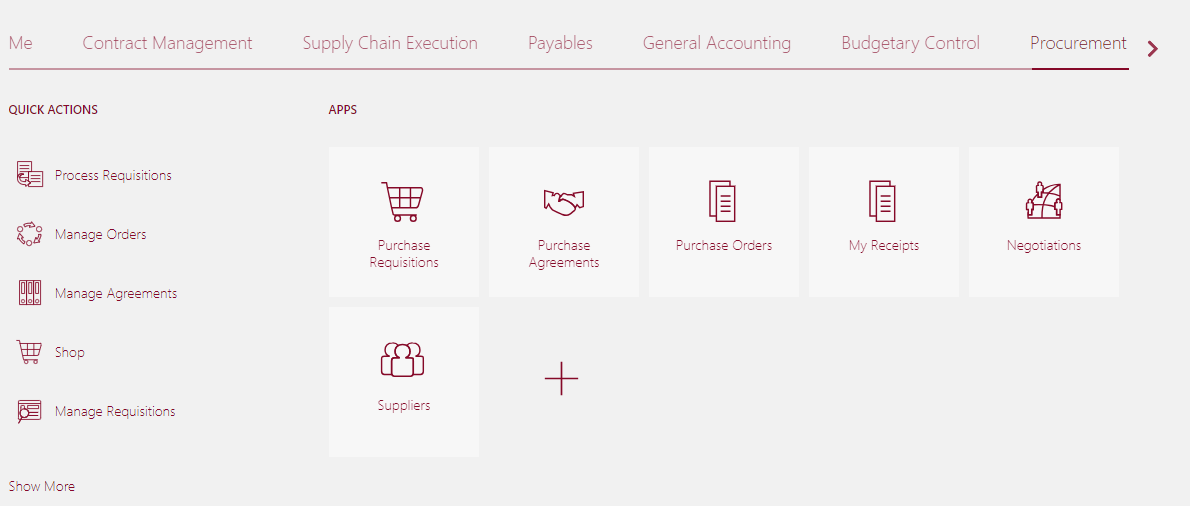
**How to Correct a Requisition in Cloud**

* Under the Procurement tab, click on the Purchase Requisitions icon:

****

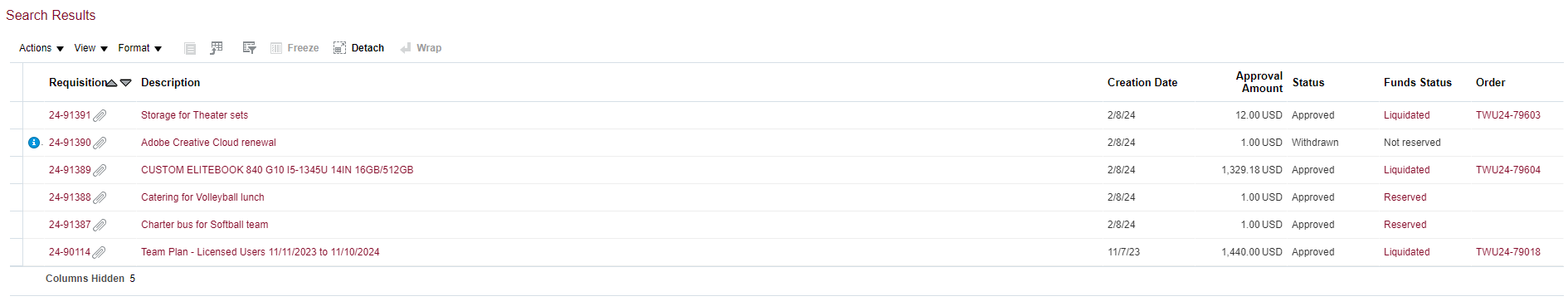
* Select Manage Requisitions near the top of the page:

****

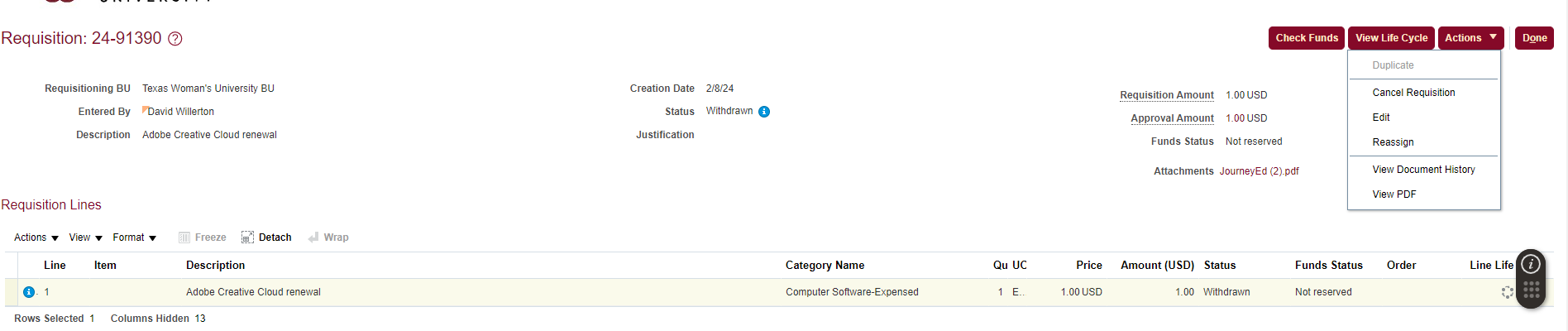
* Enter information into at least ONE of the required fields (Entered by, Requisition number, Supplier or Order #). Click Search:

****

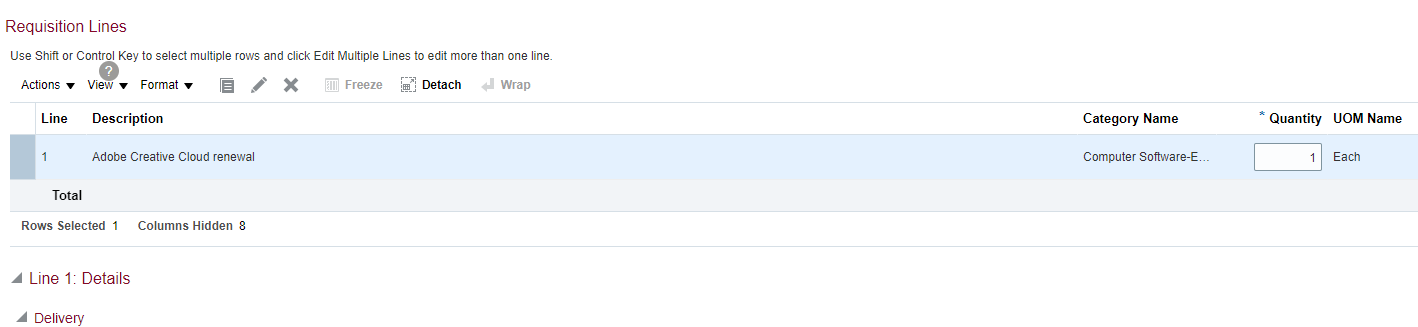
* Click on the requisition number to open the requisition:

****

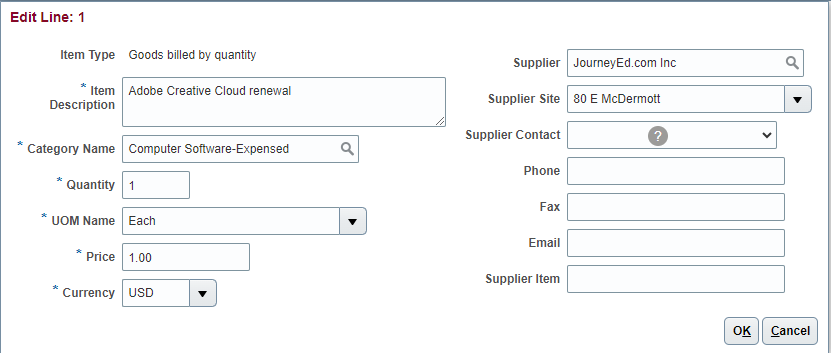
* From the Actions drop down menu, select ‘Edit’:



* In the Requisition Lines area, click on the line you want to correct to highlight it. Once the line is blue, click the pencil icon above the line:



* The Edit box will appear. This is where you can change the information about your selected line, including Category Name (*note: changing the Category Name will automatically change the Natural Account number. Changing the number alone will not work.)*



* Click OK to leave Edit screen. Then click Submit.

