**How to Correct a Requisition in Cloud**

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

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* Select Manage Requisitions near the top of the page:

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

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* Click on the requisition number to open the requisition:

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* 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.

