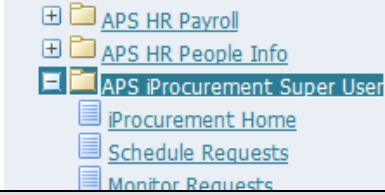


Submitting a Requisition Change Request R12

Step 1



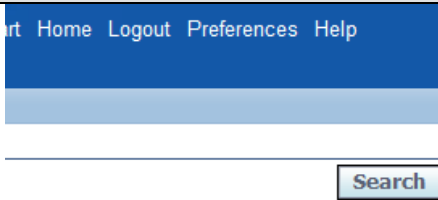
Click the APS iProcurement Super User link.
Click the iProcurement Home link.

Step 2



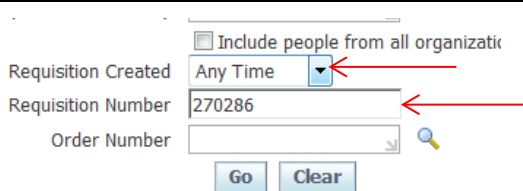
Click the **Requisitions** tab.

Step 3



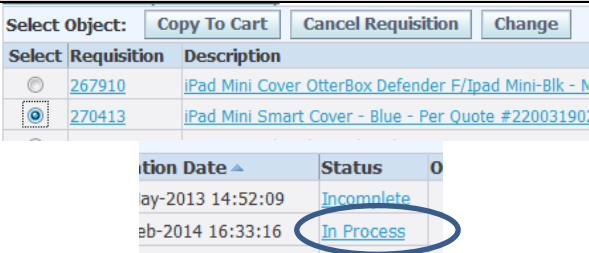
Click the **Search** button.

Step 4



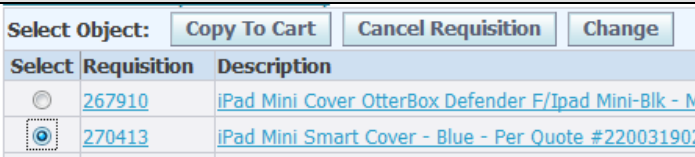
Enter the values you want to search for in the available search fields.
Note: It's always a good idea to change the date range in the 'Requisition Created' field to 'Any Time.'
Click Go button.

Step 5



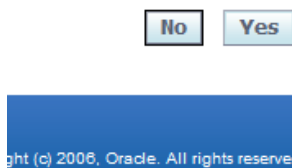
Note the Requisition and its Status in the search results.

Step 6



Select the **Checkbox** to the left of the Requisition in the search results.
Click **Change** button.

Step 7



Click the **Yes** button on the far right side of the screen.

Step 8

Quantity	Price	Amount (USD)	Delete
25	44 USD	1,100.00	
Total		1,100.00	

Change the Quantity to the correct amount.
Click the **Checkout** button

Step 9

[derRN\)](#)

* Requisition Description | TEST for R12 - Quote #G657963

[utSummaryTableLayout\)](#)

Urgent

* Need-By Date | 08-Apr-2014 00:00:00 ←

(example: 25-Mar-2014 19:45:00)

* Requester | Stevens, Samuel Stough

* Deliver-To Location | 739 ←

Per:

Enter desired information in Requisition Description, Need-By Date, Deliver-To Location fields.

Step 10

Step 1 of 3

Click the **Next** button.

Step 11

Approvals

[Personalize Table Layout: \(GraphLayout\)](#)

→ Pope Hooper, Katherine → Sturges, Anthony

Review And Submit

Step 2 of 3

Verify the **Approvers** of the Requisition on the left side of the screen.

Click the **Next** button on the right side of the screen.

Step 12

Total 1,100.00

Step 3 of 3

Click the **Submit** button.