

How to edit a requisition

- [™] Visit the <u>Procurement landing page</u> the VSU Website. Enter the eProcurement portal under Purchasing Resources
- [™] Select<u>Manage Requisition</u>sin the portal. In the Search box, enter your Requisition number in the Requisition IDbox and select Seard[†] Helpful Hint: Be sure your requisition number begins with