UNIVERSITY OF

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to modify a Requisition or Purchase Order in SAP Ariba (e.g., to modify the quantity or order additional items from a vendor).

Your order will be in one of the following statuses:
- **Composing** – Still being edited and has not been sent for review/approval. Refer Page 3 of this Guide.
- **Submitting** or **Submitted** – In review/approval (based on the approval workflow). Refer Page 4 of this Guide.
- **Ordering** or **Ordered** – Ordered = In the process of being transmitted to the vendor or SAP; Ordering = the requisition has been transmitted to the vendor and to SAP (and is now a Purchase Order). Refer Page 5 of this Guide.
- **Denied** – The requisition has been returned for further editing (please read any comments) or has been denied. You can submit a new requisition.

PROCEDURE (CONTINUED)

3. The "Your Requests" screen displays. Note the status of each request and search for the request as shown below.
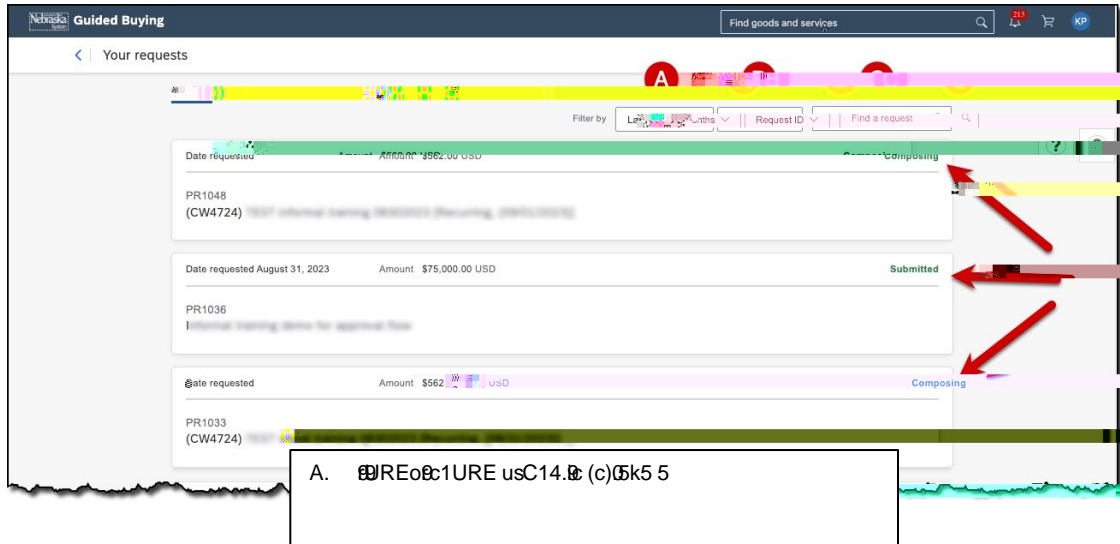
Click on the request to be modified and skip to the appropriate page of this Guide as shown below (based on order status):
- **Composing** – Page 3
- **Submitting** or **Submitted** – Page 4
- **Ordering** or **Ordered** – Page 5

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PROCEDURE (CONTINUED)

SUBMITTING or SUBMITTED STATUS

1. Note the status of the request and the status of the approval workflow. Click "Withdraw."

2. Click "Withdraw." (optional: Enter a comment to reviewers.)

3. From the pop-up screen,
    A. Click "View requisition" to open and edit the existing Requisition; **or**
    B. Click "Done" to delete the Requisition and create a new one (if desired).

PROCEDURE (CONTINUED)

ORDERING or ORDERED STATUS

1. Note the status of the Purchase Order (PO) and click "Change request." (The PO can be cancelled by clicking "Cancel request.")

2. Click "Change requisition." NOTE: This will create a new version of the request.

3. The order is reopened. Note the "-v#" suffix indicating that this is a new version of the order. Edit as needed and click "Submit" to begin the approval workflow.