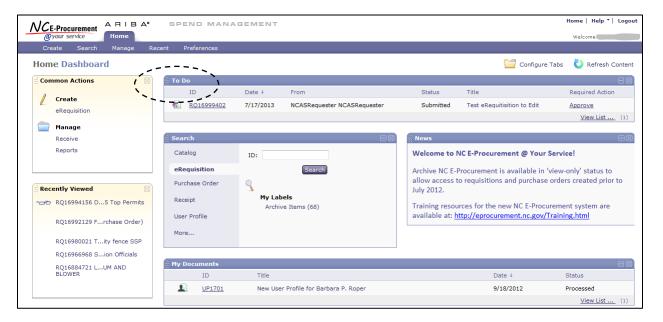
Editing eRequisitions as an Approver

During the approval process within Ariba, approvers may choose to edit the eRequisition to make necessary changes. Approvers will have the ability to make these edits based on their individual permissions. Editing an eRequisition may require that the eRequisition to be re-submitted for approval.

1. From the Ariba Dashboard, go to the '**To Do**' Portlet. Look in the '**Required Action**' column to see which eRequisitions are awaiting approval. Click on the ID number to open the eRequisition.





1. Click the 'Edit' button.

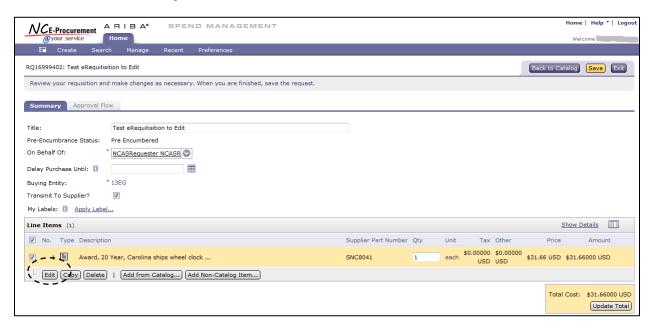


Note: Some users may view the 'Confirm Edit' page. This page confirms the user will be editing the selected eRequisition. To avoid viewing this page in the future, place a checkmark in the checkbox beside 'Don't show this page again (to reset, click Preferences).' Click 'OK.'





2. Make the necessary edits to the eRequisition by checking the box next to the appropriate line number and clicking 'Edit.'



3. Click 'Save' to save the changes.



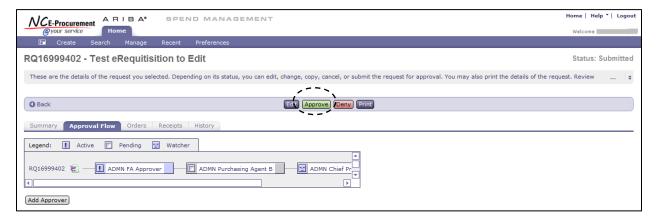


4. Click 'View' the status of the request. The 'New Requisition - Saved' page is displayed.

Note: After making edits to the eRequisition, the user will still need to approve it.



5. Click 'Approve' to approve the request.





6. Enter any necessary comments and click 'OK.'

Note: Check the 'Visible to Supplier' box if you wish for your comments to be viewed by the supplier.

