



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.

The screenshot displays the Ariba Home Dashboard. The 'To Do' portlet is highlighted with a dashed circle and contains the following table:

ID	Date ↓	From	Status	Title	Required Action
RQ16999402	7/17/2013	NCASRequester NCASRequester	Submitted	Test eRequisition to Edit	Approve

Other portlets visible include 'Common Actions' (Create eRequisition, Manage Receive Reports), 'Recently Viewed' (listing various requisition IDs), 'Search' (with filters for eRequisition, Purchase Order, Receipt, User Profile), 'My Documents' (listing document ID UP1701), and a 'News' section with a welcome message and training resources link.



NC E-Procurement @ Your Service

Approving Course

Editing eRequisitions as an Approver Process Guide

1. Click the 'Edit' button.

The screenshot shows the NCE-Procurement web application interface. The top navigation bar includes 'Home', 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area displays 'RQ16999402 - Test eRequisition to Edit' with a status of 'Submitted'. Below the title, there are buttons for 'Back', 'Edit', 'Approve', 'Deny', and 'Print'. The 'Edit' button is circled in red. Below the buttons, there is a 'Summary' tab and a table of 'Line Items' with columns for No., Type, Description, Supplier Part Number, Qty, Unit, Tax, Other, Price, and Amount. The table contains one line item with a total cost of \$31.66000 USD.

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.'

The screenshot shows the 'Confirm Edit' page in the NCE-Procurement web application. The page title is 'Confirm Edit'. Below the title, there is a confirmation message: 'Confirm that you want to edit the request. You can hide this screen in the future by clicking the check box; to show the screen again, reset the default preference.' Below this message, there is a checkbox labeled 'Don't show this page again (to reset, click Preferences)'. The checkbox is circled in red. At the bottom of the page, there are 'OK' and 'Cancel' buttons.



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

NCE-Procurement A R I B A* SPEND MANAGEMENT Home | Help | Logout
@your service Home Welcome

Create Search Manage Recent Preferences

RQ16999402: Test eRequisition to Edit Back to Catalog Save Exit

Review your requisition and make changes as necessary. When you are finished, save the request.

Summary Approval Flow

Title: Test eRequisition to Edit

Pre-Encumbrance Status: Pre Encumbered

On Behalf Of: * NCASRequester NCASR

Delay Purchase Until: []

Buying Entity: * 13EG

Transmit To Supplier?

My Labels: [] Apply Label...

<input checked="" type="checkbox"/>	No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
<input checked="" type="checkbox"/>			Award, 20 Year, Carolina ships wheel clock ...	SNC8041	1	each	\$0.00000 USD	\$0.00000 USD	\$31.66 USD	\$31.66000 USD

[Edit] [Copy] [Delete] | [Add from Catalog...] [Add Non-Catalog Item...]

Total Cost: \$31.66000 USD [Update Total]

3. Click **'Save'** to save the changes.

NCE-Procurement A R I B A* SPEND MANAGEMENT Home | Help | Logout
@your service Home Welcome

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Total Cost: \$31.66000 USD [Update Total]



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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.

New Requisition - Saved

Your changes have been saved. Use the Status section of the Navigation Panel to monitor the request's progress through the approval process.

RQ16999402 - Test eRequisition to Edit has been saved.

- Print a copy of this request
- View the status of your request
- Add labels to tag this document
- Return to the NC E-Procurement Service [Home](#) Page

5. Click **'Approve'** to approve the request.

RQ16999402 - Test eRequisition to Edit Status: Submitted

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

Back Edit Approve Deny Print

Summary Approval Flow Orders Receipts History

Legend: Active Pending Watcher

RQ16999402 ADMN FA Approver ADMN Purchasing Agent B ADMN Chief Pr

Add Approver



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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.

The screenshot displays the 'Approve - Comments' section of the NCE-Procurement system. The user is reviewing a requisition (RQ16994838) and has entered a comment: 'The quantity was changed because the department required more of the test item.' Below the comment box, there is a checkbox labeled 'Visible to Supplier' which is currently unchecked. A yellow callout box with an arrow points to this checkbox, containing the text: 'Check the **'Visible to Supplier'** box if you want the supplier to view your comments.' At the bottom left, there are 'OK' and 'Cancel' buttons, with 'OK' circled in a dashed line. The top navigation bar includes 'NCE-Procurement @your service', 'ARIBA*', 'SPEND MANAGEMENT', and user information 'Welcome Barbara P Roper'.