Editing or Cancelling a Purchase Requisition

The requisition creator can use this tutorial to edit requisitions for Academic or Miller School of Medicine.
https://workday.miami.edu

Contents

Before Editing

1. **Access** – Employees can edit requisition they have created. If the requisition creator is no longer in the department, create a new requisition.
2. **Approvals** – Be advised, once edited, all approvals will need to be obtained again. This also applied to requisitions that are edited with no changes made.
3. **Search** for the requisition.
4. Check the **Status** of the requisition. Requisitions with a status of *Draft* or *InProgress* can be edited. For *Closed* requisitions, instead of editing, find the purchase order an initiate a change order.

Editing

1. Click the related actions button (three dots).
2. Hover over **Requisition**.
3. Click **Edit**.
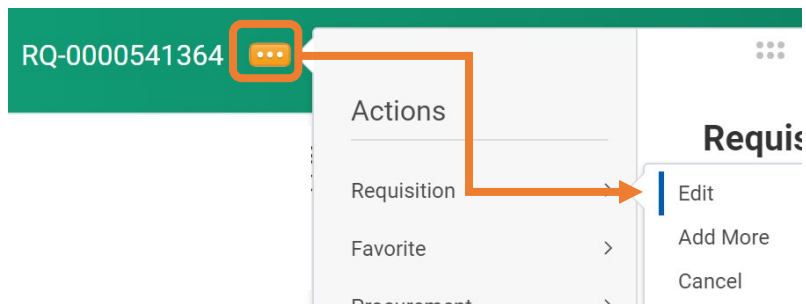
4. Adjust the corresponding fields and attachments.
5. Click **Submit** to begin the approval process again.

Cancelling

6. Click the related actions button (three dots).
7. Hover over **Requisition**.
8. Click **Cancel**.
9. Confirm this is the correct requisition.
10. Click **Ok**.

Editing or Cancelling a Purchase Requisition

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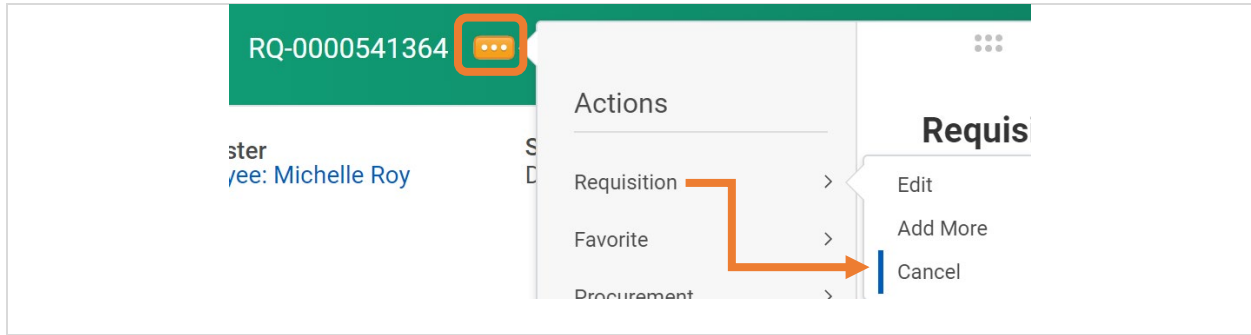
For assistance, contact PurchasingHelpDesk@miami.edu