Title: Reopening a Cancelled Requisition

Once a requisition has been cancelled, in order to reopen it, users must complete the process of reopening a requisition.

To reopen a requisition:

1. Enter EUID and Password.
2. Click Sign In.

![Enterprise Information System (EIS)](attachment:enterprise_information_system.png)
3. Click Main Menu.

4. Navigate to Manage Requisitions by clicking on Employee Self-Service>Procurement>Manage Requisitions.
5. Verify that the information in the Business Unit and Requester fields is correct.
6. Enter the appropriate search date range into the Date From and Date To fields.
   **Note:** Leave the Date From and/or Date To fields blank to expand your search.
7. Click Search.

8. Review the list of requisitions to locate the appropriate record.
9. Select **Undo-Cancel** from the requisition’s associated dropdown menu.
10. Click **Go**.

11. Click **Reopen Requisition**.
Note: The system displays the Request State as “Open.”

12. Select Edit from the newly opened requisition’s associated dropdown menu.
13. Click Go.
14. Click **OK**.

15. Change **Ship To**, **Due Date**, or **Quantity** fields as appropriate.

16. Click the item name under the **Description** category.
17. Change information in fields as needed.

18. Click Apply.
19. Click Submit.
Note: The **Confirmation** screen will open.
The edited requisition will be re-routed through the normal approval process. When a requisition has been changed, the system displays the **Change Request/Line Approval Summary** area, which provides details about the changes that have been made to the requisition.