

Creating a Change Request

A step-by-step guide for departmental business managers — to create a change request

VERSION	UPDATED	AUDIENCE	CLASSIFICATION
1.0	July 2026	Business managers	Internal use

01 / NAVIGATION

Follow the navigation path below to go to Manage Requisitions Page

Main Menu ▶ eProcurement ▶ Manage Requisitions

1 Requisition Search

From the Manage Requisition page, enter the required search criteria and click search

Main Menu ▶ eProcurement ▶ Manage Requisitions

FTST

Search

Advanced Search

Manage Requisitions

Requisition Search

Keyword Search

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit

USC01

Requisition ID

Request State

All but Complete

Date From

07/01/2026

Date To

07/08/2026

Requester

Entered By

Budget Status

PO ID

1

Search

Clear

Show Advanced Search

Make sure date range and request state are adjusted, if not you might not be able find your requisition

2 Editing the Requisition

From the results choose the requisition you would like to edit by clicking on the dropdown next to Go button and select edit and then click Go.

Manage Requisitions

Requisition Search

Keyword Search

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit

USC01

Requisition ID

Request State

All but Complete

Date From

07/01/2026

Date To

07/08/2026

Requester

Entered By

Budget Status

PO ID

2

Search

Clear

Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID

Requisition Name

BU

Date

Request State

Budget

Total

1

1000095516

Test Ustaple PO Sourcing

USC01

07/08/2026

Pending

Not Chkd

118,844.00

USD

2

Most Relevant

[Select Action]

Edit

Others

Approvals

Cancel

Check Budget

Copy

PreCheck Budget

View Print

Edit

3

Go

You will see the pop up after clicking on Go, editing a requisition will restart the approval process, click ok.

arch button.

Requisition Name

Request State

All but Complete

Date To

07/08/2026

Entered By

Budget Status

1

OK

Cancel

This requisition is pending approval. Editing this requisition may reinitialize approval process. (18036,6248)

Expand triangle icon.

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Date

Request State

Budget

Total

Now you are on Edit Requisition - Review and Submit Page

FTST

Search

Advanced Search

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences

Requisition Settings

Requisition Summary

Business Unit

USC01

University of South Carolina

Requester

SANDYH

Sandri Holiday

Requisition Name

Test Ustaple PO Sourcing

Requisition ID

1000095516

Priority

Medium

*Currency

USD

Custom Fields

Cart Summary: Total Amount 118,844.00 USD

Expand lines to review shipping and accounting details

Add More Lines

Requisition Lines

Line

Description

Item ID

Supplier

Quantity

UCM

Price

Total

Am't Only

Details

Comments

Delete

1

Install prefiler rack with ba

MCCARTER MECHANICAL INC

1.0000

Batch Lot

118,844.00000

118844.00

Edit

Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Total Amount

118,844.00 USD

Shipping Summary

you should be able to make all necessary edits on this page to a requisition.

3 Submitting the changed Requisition

After editing the requisition, scroll to the bottom of the page and enter comments or add attachments, then click on **Check Budget** and then **Save & Submit**.

FTST

Search

Advanced Search

Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Total Amount

118,844.00 USD

Shipping Summary

Edit for All Lines

Ship To Location

780

Address

UNIVERSITY SERVICES BUILDING

8000 VALLEY FALLS ROAD

SPARTANBURG, SC 29303

Attention To

Sandri Holiday

Comments

Requisition Header Comments and Attachments

Applicable to all Requisition/PO line items. Multiple comments and attachments can be entered.

1

Send to Supplier

Show at Receipt

Shown at Voucher

Add more Comments and Attachments

Approval Justification

Displayed in Req Approval Workflow. Becomes a PO Header Comment.

2

restart approval

3

Check Budget

Pre-Check Budget

Budget Checked Status

Not Checked

4

Save & Submit

Save For Later

Add More Lines

Preview Approvals

Request Document

After clicking on **Check Budget** you will be alerted through a popup that this action will restart the approval process click ok and then click **Save & Submit**.

You have now successfully submitted a change request.