How to resubmit a denied requisition

❖ Visit the Procurement landing page on the VSU Website. Enter the eProcurement portal under Purchasing Resources

❖ Once you are in the eProcurement portal, select **Manage Requisitions**. In the Search box, enter your Requisition number in the **Requisition ID** box and select **Search** (**Helpful Hint: Be sure your requisition number begins with "0000"**)

❖ Once the requisition has been generated at the bottom of the screen, go to the drop-down menu at the right side of the screen. (Be sure to check the comments on the denied requisition to understand what needs to be updated on the requisition. Please see our How To view approval/denial comments document to help find your comments.)

❖ Select **Edit** from the drop-down menu and select, **Go**

❖ Make necessary changes or updates to the denied requisition.

❖ Once the updates are made, go into the **Approval Justification box** and make a notation that you have updated the requisition as requested. Then select **Save & submit.** This action will cause the requisition to reset within ePro and be eligible for Approvals again.