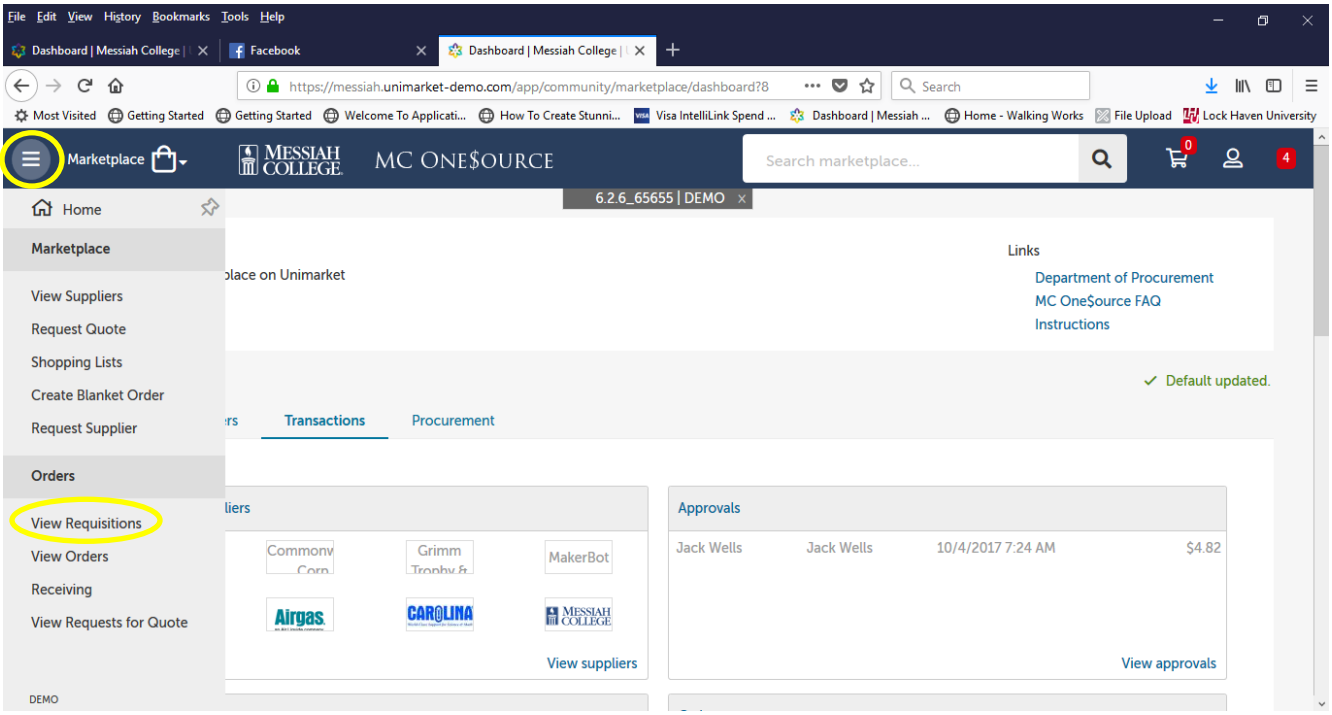
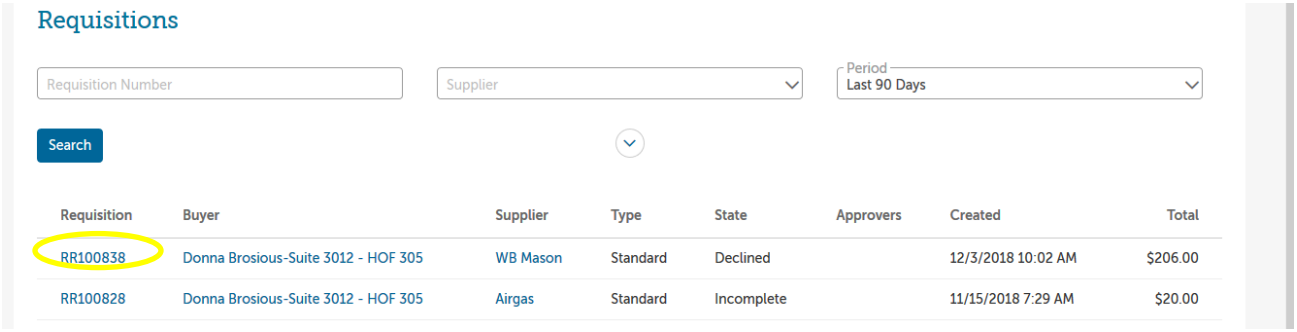
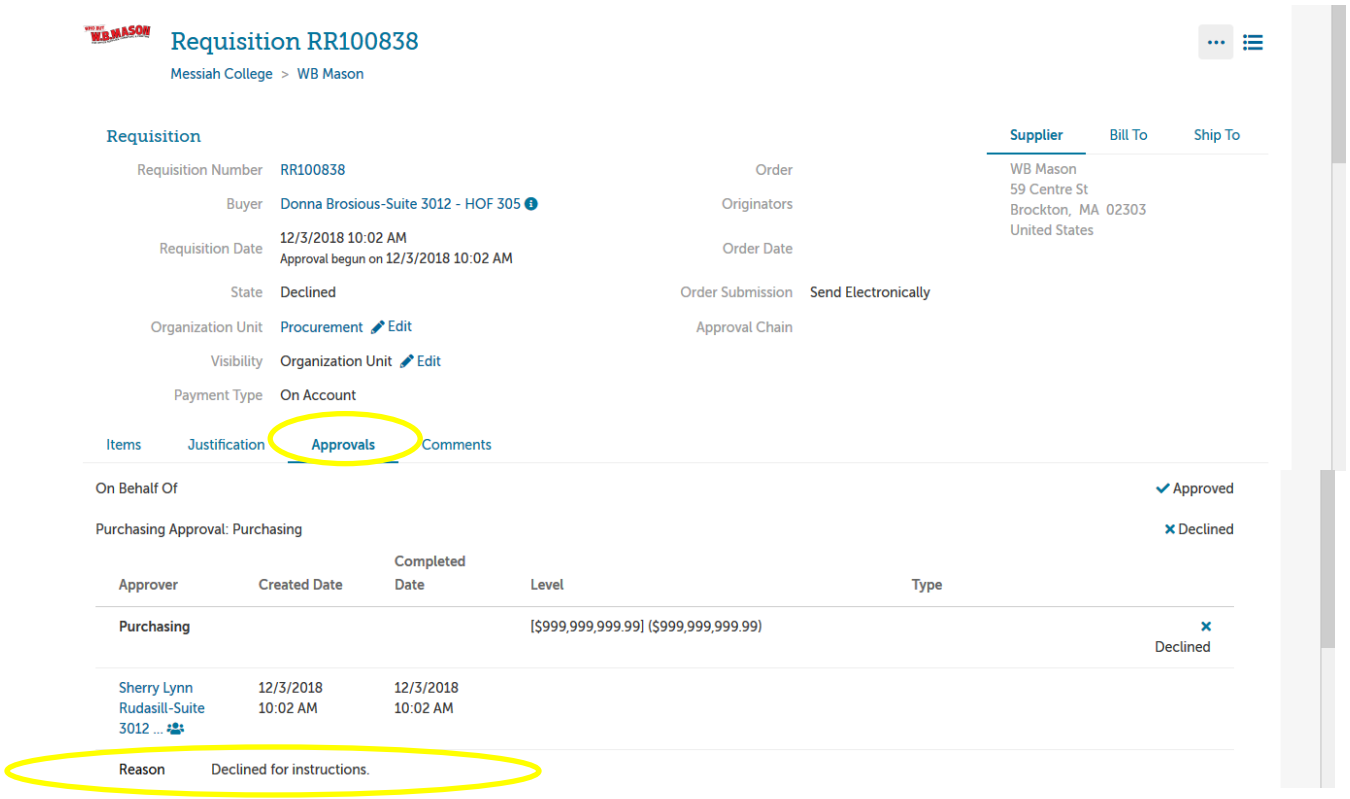
- Click the hamburger menu bar and click **View Requisitions**



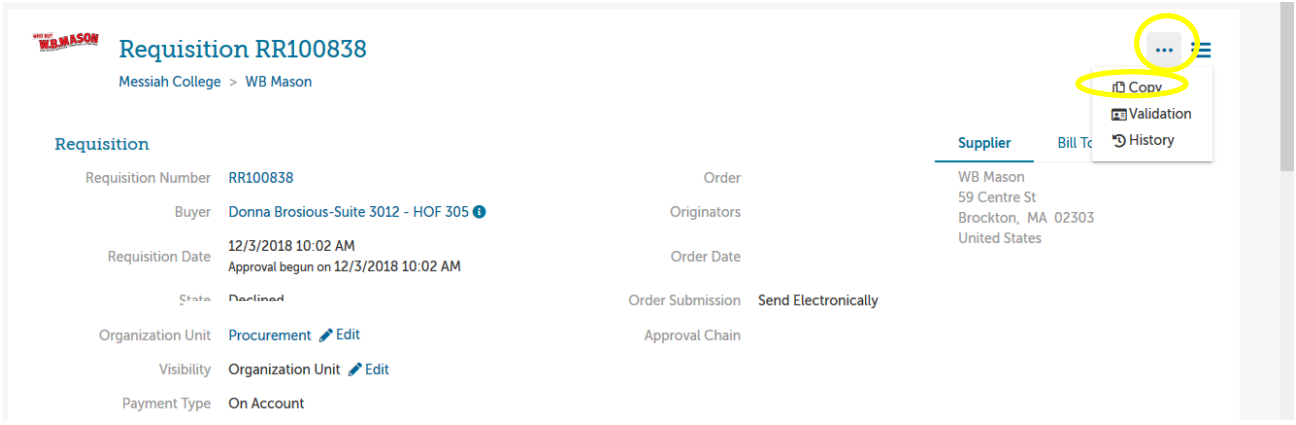
- All requisitions will be listed.
- Click on the **correct requisition** number to copy.



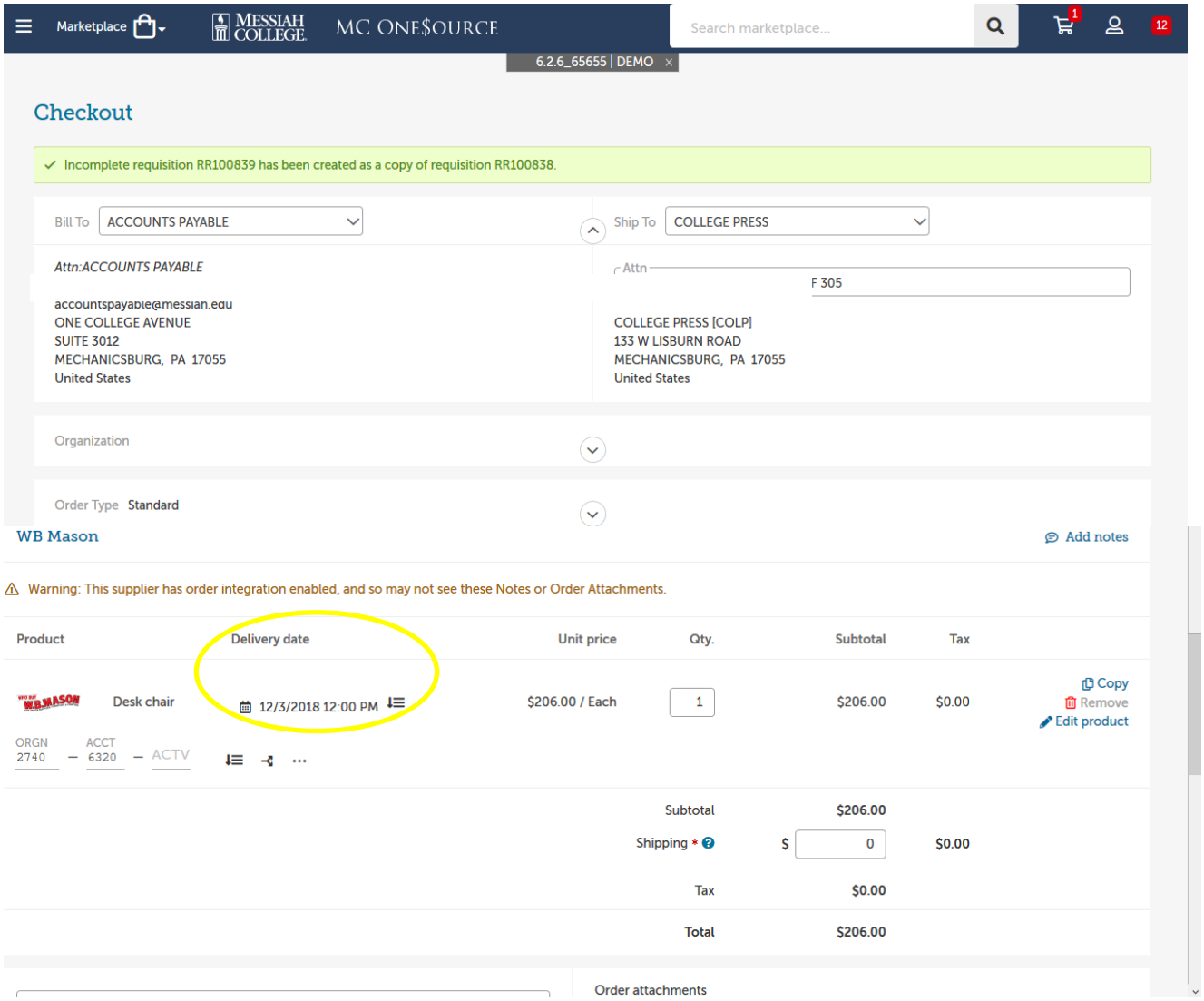
- Click on the **Approvals tab**
- Review declined reason listed in Approvals under decliner's name.



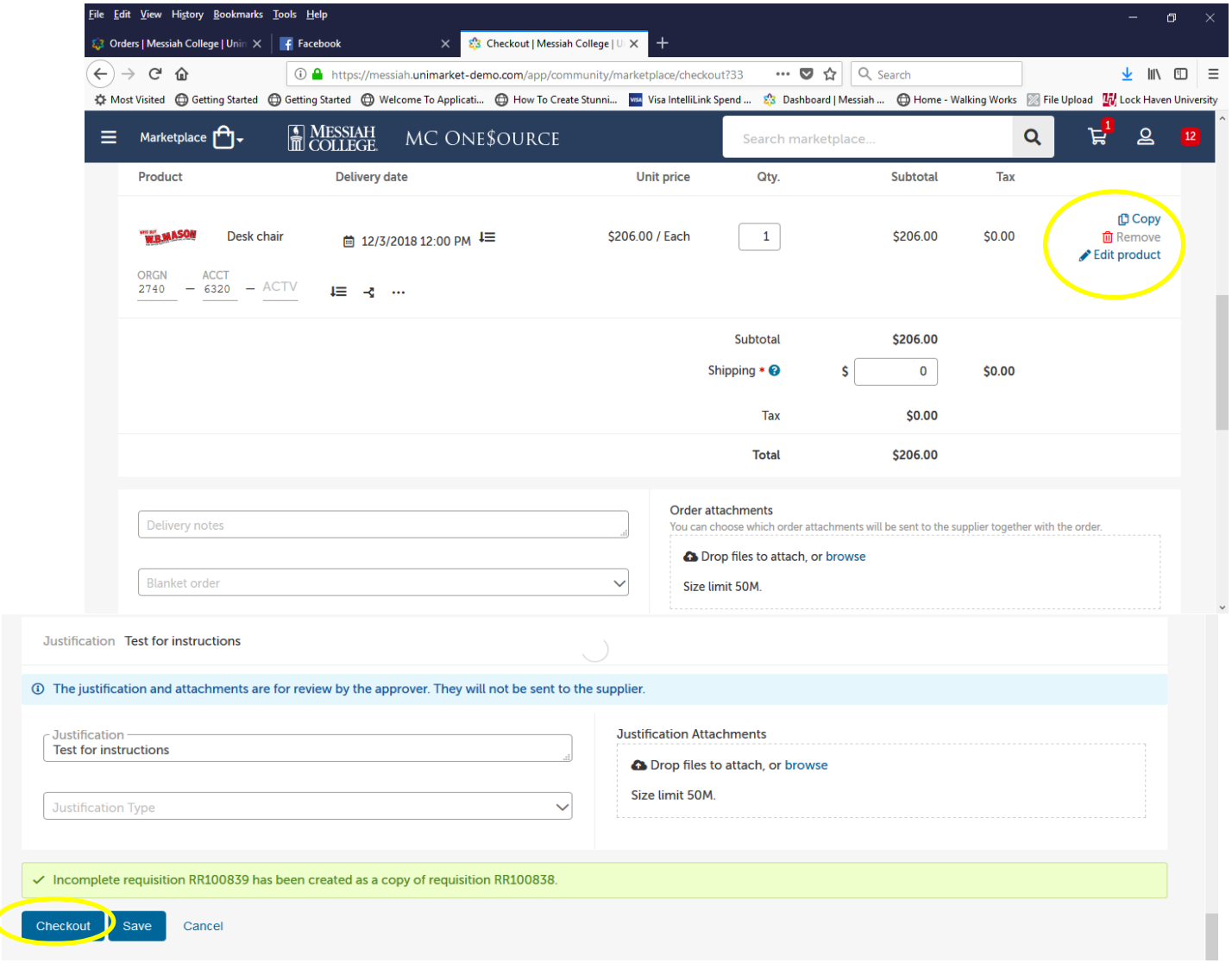
- Click in the upper right hand corner
- Click **Copy**



- Review the information on this screen **making sure** to correct the declined issue.
- Re-enter the **Delivery Date** for each item. Use the drop down arrow, if more than one item.



- Click **Copy** to duplicate the exact same product.
- Click **Remove** to delete this product
- Click **Edit Product** to change Product Name, Unit Price, Unit of Measure or Optional Details (Please keep in mind, if this is a catalog order, the information cannot be changed.)
- Click **Checkout**



- A new Requisition number will be assigned at the top of the screen.
- Requisition will be re-sent through approval queue.