



Amending a Purchase Requisition

Overview: This job aid outlines the process for requesting an amendment to a purchase requisition (PR) in SAP Ariba.

1. Log in to ebs.msu.edu and click the **Procure-to-Pay System** tile.
2. [Search for the PR](#) that needs to be edited.
3. Open the PR by clicking the PR number.
4. Select the **Change** button in the upper right corner.

PR2332 - Basic good 1



5. A copy of the PR will be created with a delimiter of **-V#** to indicate the version.

PR2332-V2: Basic good 1

6. Edit the PR as needed.
 - a. **Note:** if additional items need to be added, click **Continue Shopping** to create a new good or service.
7. Click **Submit**. The PR status will change to **Submitted** and the PR will re-route through the full approval flow.

