



Procure to Pay (P2P)

Amend a Government Purchase Card (GPC) Purchase Request

R12 Work Instruction



Document Control

Change Record

Date	Author	Version	Change Reference
03-Aug-2015	Jacki Warren	1.0	No previous document

Reviewers

Date	Name	Position

Distribution

Copy No.	Name	Location
1	Amend a GPC Purchase Request	DEPS

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Business Process Description

Use this procedure to amend a GPC purchase request. This document outlines how to complete the following amendment:

- **Increase or Decrease modification** – perform this task when the quantity (dollar amount) on an approved purchase request must be increased or decreased.
- **Administrative modification** – perform this task when an approved purchase request requires changes not related to the amount of the document.

Trigger

- Perform this procedure when you want to make changes to an approved purchase request prior to obligation.

Prerequisites

- Valid GPC purchase request must exist in DAI.

Responsibility

- iProcurement Requisitions DoDEA

Menu Path

Use the following menu path(s) to begin this task:

- iProcurement Requisitions DoDEA → iProcurement Home Page → GPC PR

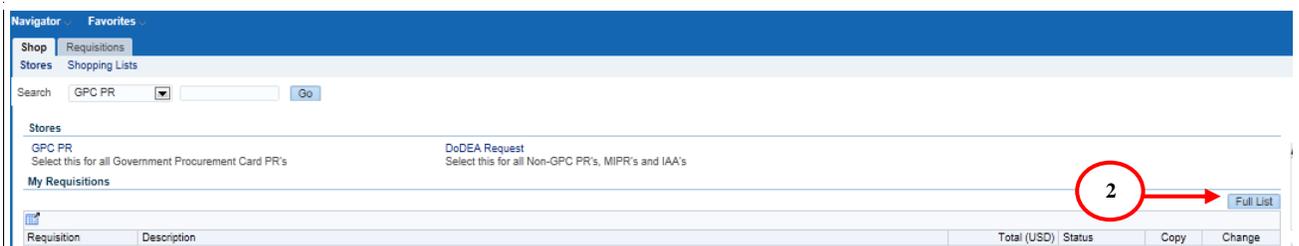


Amend a Government Purchase Card (GPC) Purchase Request (PR) – Increase or Decrease

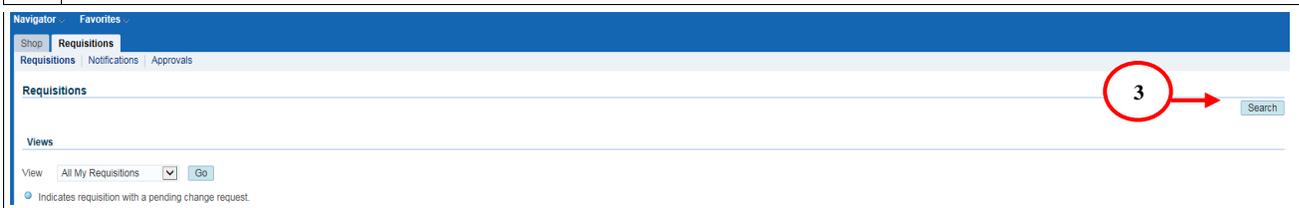
1. Start the task using the following Responsibility and menu path to open iProcurement:
 - **Responsibility:** iProcurement Requisitions DoDEA
 - **Menu:** iProcurement Requisitions DoDEA → iProcurement Home Page

The screenshot shows the E-Business Suite Navigator menu. The 'iProcurement Requisitions DoDEA' folder is expanded, and the 'iProcurement Home Page' option is highlighted with a red box. A red circle with the number '1' is placed next to the highlighted option, with a red arrow pointing from the circle to the option. The menu also includes a 'Personalize' button and various other roles and responsibilities.

The **Navigator** screen may vary for each user; it is based on the responsibilities granted to the user.

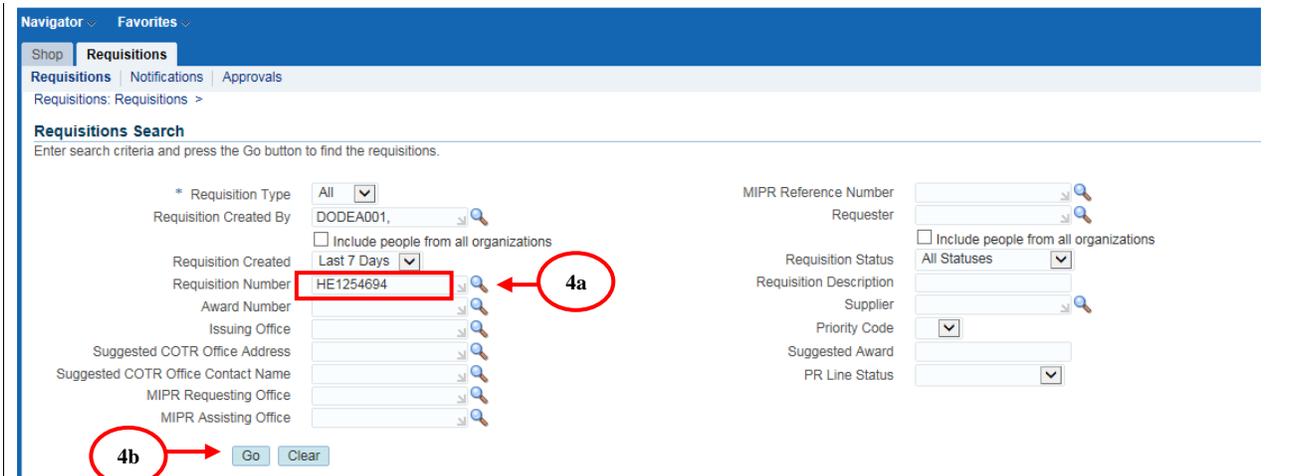


2. Click the **Full List** button. The **Requisitions** screen displays.



3. Click the **Search** icon button. The **Requisitions Search** screen displays.

 Optionally, if the requisition you wish to amend is visible on the **Requisitions** screen, you may click the **Select** radio, select the **Change** option from the **Action** drop down list, click the **Go** button to initiate the amendment, and proceed to step six.



4. Complete the following steps on the **Requisitions Search** screen:

- Enter the appropriate value in the **Requisition Number**.
- Click the **Go** button to display the results of the search criteria.



Shop | Requisitions

Requisitions | Notifications | Approvals

Requisitions: Requisitions >

Requisitions Search
 Enter search criteria and press the Go button to find the requisitions.

* Requisition Type: All
 Requisition Created By: DODEA001
 Include people from all organizations
 Requisition Created: Last 7 Days
 Requisition Number: HE12545694
 Award Number:
 Issuing Office:
 Suggested COTR Office Address:
 Suggested COTR Office Contact Name:
 MIPR Requesting Office:
 MIPR Assisting Office:

MIPR Reference Number:
 Requester:
 Include people from all organizations
 Requisition Status: All Statuses
 Requisition Description:
 Supplier:
 Priority Code:
 Suggested Award:
 PR Line Status:

Go Clear

Select Requisition: **Change** Go

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled
<input checked="" type="radio"/>	HE12545694	GPC-Closed Captioning for DoDEA Video Products	50.00 USD	50	0	0

5. Complete the following steps to select the appropriate requisition:
- Click the **Select** radio button of the appropriate **Requisition**.
 - Select the **Change** option from the **Requisition** drop down list.
 - Click the **Go** button to initiate the amendment.

Navigator: Favorites

Shop | Requisitions

Requisition Amendment HE12545694-001 Shopping Cart: Total Without Option: 50.00 USD

Save Amendment Checkout

To add new lines to requisition, Please click Return To Shopping link. Please click on the Amendment Checkout button to edit requisition header or lines information.

Line	Item Description	Special Info	Contract Type	Unit	Quantity	Price	Amount (USD)	Delete
0001	GPC-Closed Captioning for DoDEA Video Products	GPC - Mandatory Additional Information	FFP	EACH	75	1 USD	75.00	
Total							75.00	

Return to Shopping

Save Amendment Checkout

6. Complete the following steps on the **Requisition Amendment Shopping Cart** screen:
- Enter the total dollar amount of the items being purchased to include the shipping costs in the **Quantity** field. In this example, the value was increased from 50 to 75. The value can be increased or decreased depending on the purpose of the amendment.
 - Click **Amendment Checkout** button. The **Requisition Amendment** screen displays.



7. Complete the following steps on the **Requisition Amendment** screen:
 a. Enter an explanation for the amendment in the **Reason for Amendment** field.
 b. Click the **Next** button to proceed with the checkout process. The **Checkout: Approvals and Notes** screen displays.

8. Approvals – The approver name is pre-populated based on the approval hierarchies. In this example, there are no approvals required because it is set up as self-approval.

9. Add Attachments – Select this to attach any documentation that you obtained prior to creating this requisition in DAI. Include documentation required for the approver to approve the requisition. If you have any questions regarding the type of documentation needed to attach in DAI, please contact your Budget Office.



10. On the **Add Attachment** screen, you can add a Title, Description, and Category for the attachment file. By selecting the “Attachment to Print” in the Category field, your uploaded attachments will be generated as part of your approved requisition document in the Attachments section.
11. You can upload a file by browsing for the document, enter a URL, or type additional notes in the Short or Long Text fields.
12. Once you have uploaded all necessary attachments, click the **Apply** button to attach the files and return to The **Checkout: Approvals and Notes** screen.

13. To continue with the checkout process, click the **Next** button. The **Checkout: Review and Submit Requisition Amendment** screen displays.



Requisition HE12545694-001: Total 75.00 USD - Total Without Option 75.00 USD

Created By	DODEA001	Funded Amount Total	75
Creation Date	06-Aug-2015 10:42:54	Change in Funded Amount Total	25
Description	GPC-Closed Captioning for DoDEA Video Products		
Reason for Amendment	Price Increase		
Justification			

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
HE12545694.BASIC	File	HE12545694.BASIC	DODEA001	06-Aug-2015	Standard			

Details	Action	Line	Informational	Option	Description	Cost Center	Contract Type	Cost Constraint	Unit	Quantity	Price	Amount (USD)	Pricing Details	Attachments
>	Changed	0001			GPC-Closed Captioning for DoDEA Video Products	MC_FP	FFP		EACH	75	1 USD	75.00		
												Total	75.00	

14. Click the **Submit** button to forward the amendment to the approver for approval. Note the increase in the funded amount.
Action Buttons – The user has the ability to select one of the following action buttons to complete the task:
- Select the **Save** button to save the Requisition.
 - Select the **Printable Page** button to print a hard copy of the requisition.
 - Select the **Back** button to modify the requisition.
 - Select the **Submit** button to submit the requisition for approval.

Confirmation
 Requisition Amendment HE12545694-001 has been submitted.

To check on this requisition's status, click on the Requisitions tab or look in My Requisitions on the Shop page.

Continue Shopping

15. The **Confirmation** screen displays indicating that the amendment has been submitted for approval.

Result

Congratulations! You have successfully completed the requisition amendment. You can now close the forms to return to the Navigator.



Amend a Government Purchase Card (GPC) Purchase Request (PR) – Admin

1. Start the task using the following Responsibility and menu path to open iProcurement:
 - **Responsibility:** iProcurement Requisitions DoDEA
 - **Menu:** iProcurement Requisitions DoDEA → iProcurement Home Page

The screenshot shows the E-Business Suite Navigator screen. The 'iProcurement Home Page' link is highlighted with a red box and a red circle containing the number '1'. A red arrow points from the circle to the link.

The Navigator screen displays a list of folders and links. The 'iProcurement Requisitions DoDEA' folder is expanded, showing the 'iProcurement Home Page' link. The 'iProcurement Home Page' link is highlighted with a red box and a red circle containing the number '1'. A red arrow points from the circle to the link.

The Navigator screen may vary for each user; it is based on the responsibilities granted to the user.



Navigator Favorites
 Shop Requisitions
 Stores Shopping Lists
 Search GPC PR [Go]
 Stores
 GPC PR Select this for all Government Procurement Card PR's
 DoDEA Request Select this for all Non-GPC PR's, MIPR's and IAA's
 My Requisitions
 Full List

Requisition	Description	Total (USD)	Status	Copy	Change
HE12545694	GPC-Closed Captioning for DoDEA Video Products	75.00	Approved		

2. Click the **Change** icon. The **Requisition Amendment Shopping Cart** screen displays.
 Optionally, if the requisition you wish to amend **is not** visible in the My Requisition section complete steps 2 through 5 in the **“Amend a Government Purchase Card (GPC) Purchase Request (PR) – Increase or Decrease”** section of this document.

Navigator Favorites
 Shop Requisitions
 Requisition Amendment HE12545694-002 Shopping Cart : Total Without Option : 75.00 USD
 Save Amendment Checkout
 To add new lines to requisition, Please click Return To Shopping link. Please click on the Amendment Checkout button to edit requisition header or lines information.

Line	Item Description	Special Info	Contract Type	Unit	Quantity	Price	Amount (USD)	Delete
0001	GPC-Closed Captioning for DoDEA Video Products	GPC - Mandatory Additional Information	FFP	EACH	75	1 USD	75.00	
Total							75.00	

3. Click the **Amendment Checkout** button. The **Requisition Amendment** screen displays.

Navigator Favorites
 Shop Requisitions
 Requisition Amendment HE12545694-002
 * Indicates required field
 Cancel Save Edit Lines Step 1 of 3 Next
 * Requisition Description GPC-Closed Captioning for DoDEA Video Products
 * Reason for Amendment Update Need By Date

4. Complete the following steps on the **Requisition Amendment** screen:
 a. Enter an explanation for the amendment in the **Reason for Amendment** field.
 b. Click the **Edit Lines** button to proceed with the checkout process. The **Edit Lines** screen displays.

Navigator Favorites
 Shop Requisitions
 Requisition Amendment HE12545694-002 : Edit Lines
 * Indicates required field
 Apply
 Delivery Billing Accounts Attachments
 Select Lines: Update Copy Delete
 Select All | Select None

Select	Line	Informational	Option	Exercise Option	Description	Urgent	Need-By Date	Period Of Performance Start Date	Period Of Performance End Date	Requester	Deliver-To Location	Contract Type	Suggested Buyer
<input checked="" type="checkbox"/>	0001	<input type="checkbox"/>			GPC-Closed Captioning for DoDEA Video Products	<input type="checkbox"/>	08-Aug-2015 01			DODEA001	HE1254 TAC1 Enter one-time address	FFP	

5. Complete the following steps on the **Edit Lines** screen:
 a. Click in the **Select** field of the **Line** you wish to update.
 b. Click the **Update** button. The **Update Selected Line** screen displays.



Delivery Billing

Need-By Date Urgent 15-Aug-2015 11:06:17 **6a**

Period Of Performance Start Date (example: 27-Jul-2015 19:45:00)

Period Of Performance End Date (example: 27-Jul-2015 19:45:00)

Requester DODEA001

Deliver-To Location HE1254 TAC1

Suggested Buyer Enter one-time address

Project MCFP_SM_FASUPT_FY15
 Task 8100 SMFA SUPPORT
 Expenditure Type 252.30 Other Services
 Expenditure Organization HEADQUARTERS
 Expenditure Item Date 06-Aug-2015
 Charge Account 87010015150-2015-MC_FR-0400004770000000-6100 900011-252-0-6047-MCFP_SM_FASUPT_FY15-63-0-0
 GL Date 06-Aug-2015

Funded Value Partial Funded 75
 Quantity Funded 75

Additional Information

* PSC/FSC L075 Technical representative services/office supplies

Contract Number

CLIN/SLN

ACRN

Customer Project Code

Customer Project Text

Notes and Attachments

Note To Buyer

Note To Supplier

Requisition Amendment Line Attachments

Copy for Update

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Copy	Update	Delete
Undefined	Short Text	GPC - Mandatory Additional Information	To Supplier	DODEA001	06-Aug-2015	One-Time			

New/Updated

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Marked for Deletion **6b**

6. Scroll down the **Update Selected Line** screen and make the appropriate administrative updates.

- In this example, the Need-By Date was changed from 08-Aug-2015 to 15-Aug-2015.
- Click the **Apply** button to proceed with the checkout process. The **Edit Lines** screen displays.

Administrative amendments are performed on requisitions that are approved and obligated. Administrative amendments have no financial impact. For example, changing the PSC/FSC code on a purchase request is considered to be an administrative amendment and will not cause a revision in DAI.

Navigator Favorites

Shop Requisitions

Requisition Information Approvals Review And Submit

Requisition Amendment HE12545694-003 : Edit Lines

* Indicates required field

Delivery Billing Accounts Attachments

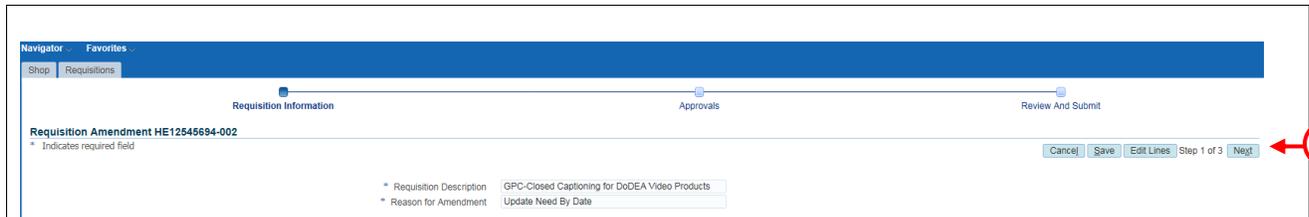
Select Lines:

Select All | Select None

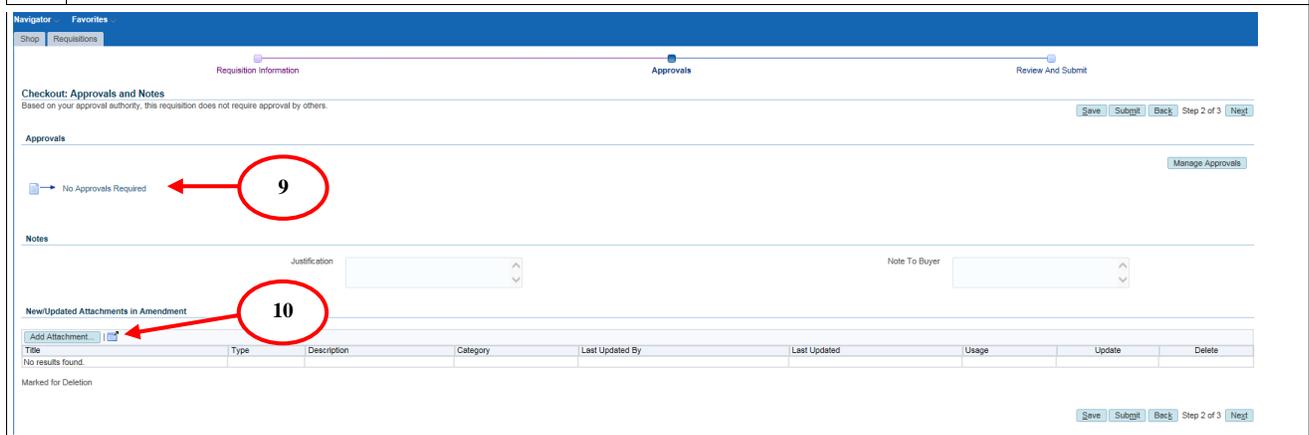
Select	Line	Informational	Option	Exercise Option	Description	Urgent	Need-By Date	Period Of Performance Start Date	Period Of Performance End Date	Requester	Deliver-To Location	Contract Type	Suggested Buyer
<input checked="" type="checkbox"/>	0001	<input type="checkbox"/>			GPC-Closed Captioning for DoDEA Video Products	<input type="checkbox"/>	15-Aug-2015 1			DODEA001	HE1254 TAC1 Enter one-time address	FFP	

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7. Click the **Apply** button to return to the **Requisition Amendment** screen.



8. Select the **Next** button to proceed with the checkout process. The **Checkout: Approvals and Notes** screen displays.



9. **Approvals** – The approver name is pre-populated based on the approval hierarchies. In this example, there are no approvals required because it is set up as self-approval.

10. **Add Attachments** – Select this to attach any documentation that you obtained prior to creating this requisition in DAI. Include documentation required for the approver to approve the requisition. If you have any questions regarding the type of documentation needed to attach in DAI, please contact your Budget Office.



11. On the **Add Attachment** screen, you can add a Title, Description, and Category for the attachment file. By selecting the “Attachment to Print” in the Category field, your uploaded attachments will be generated as part of your approved requisition document in the Attachments section.
12. You can upload a file by browsing for the document, enter a URL, or type additional notes in the Short or Long Text fields.
13. Once you have uploaded all necessary attachments, click the **Apply** button to attach the files and return to The **Checkout: Approvals and Notes** screen.

14. To continue with the checkout process, click the **Next** button. The **Checkout: Review and Submit Requisition Amendment** screen displays.



15. Click the **Submit** button to forward the amendment to the approver for approval. Note that there is no change to the funded amount.
- Action Buttons** – The user has the ability to select one of the following action buttons to complete the task:
- Select the **Save** button to save the Requisition.
 - Select the **Printable Page** button to print a hard copy of the requisition.
 - Select the **Back** button to modify the requisition.
 - Select the **Submit** button to submit the requisition for approval.

16. The **Confirmation** screen displays indicating that the amendment has been submitted for approval.

Result

Congratulations! You have successfully entered and submitted an administrative amendment. You can now close the forms to return to the Navigator.



View Amendment History

1. Start the task using the following Responsibility and menu path to open iProcurement:
 - **Responsibility:** iProcurement Requisitions DoDEA
 - **Menu:** iProcurement Requisitions DoDEA → iProcurement Home Page

The screenshot shows the E-Business Suite Navigator menu. The 'iProcurement Requisitions DoDEA' folder is expanded, and the 'iProcurement Home Page' option is highlighted with a red box. A red circle containing the number '1' is positioned to the right of the highlighted option, with a red arrow pointing from the circle to the option. The menu also includes a 'Personalize' button and various other folders and options.

The **Navigator** screen may vary for each user; it is based on the responsibilities granted to the user.

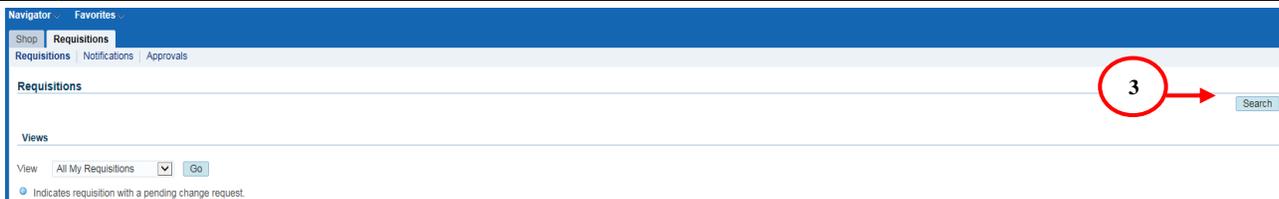
Amend a Government Purchase Card (GPC) Purchase Request

Defense Agencies Initiative

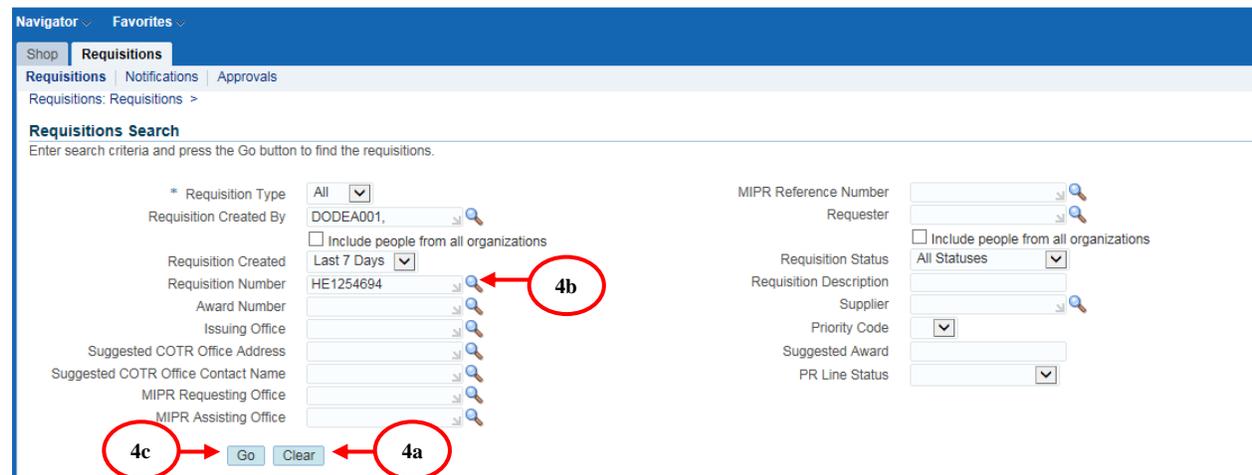


The iProcurement Home Page displays and defaults to the **Shop** tab.

2. Click the **Requisitions** tab or **Full List** button to display additional requisitions. The **Requisitions** screen displays.



3. Click the **Search** icon button. The **Requisition** screen displays.
 Optionally, if the requisition you wish to amend is visible on the **Requisition** screen, you may click the **Requisition** link to view the requisition details, and proceed to step six. The requisition's information displays.



4. Complete the following steps on the **Requisition** screen:
 - a. Click the **Clear** button to clear the default search value.
 - b. Enter the **Requisition Number** in the field.
 - c. Click the **Go** button to search for the requisition. To view amendments, search for the original **Requisition Number**. The **Requisition Number** field will not recognize amendment numbers.



Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Requisition Type	Status	Award
<input type="radio"/>	HE12545694	GPC-Closed Captioning for DoDEA Video Products	75.00 USD	75	0	0	75	06-Aug-2015 08:46:29	PR	Approved	

5. The **Requisition** screen displays. Click the **Requisition** link to view the requisition details. The requisition's information displays.

Requisition HE12545694 : Total Without Option : 75.00 USD

Description	GPC-Closed Captioning for DoDEA Video Products	Status	Approved
Created By	DODEA001	Amendment History	Yes
Creation Date	06-Aug-2015 08:46:29	Urgent Requisition	No
Deliver-To	DOD EDUCATION ACTIVITY 4800 MARK CENTER DRIVE ATTN: SUITE 05E08 ALEXANDRIA,VA,22350-1400	Note to Buyer	
Justification			
Requisition Type	PR		

6. Click the **Yes** link for the **Amendment History**. The **Amendment History** screen displays.

Document Number	Description	Status	Creation Date	Approval Date	Review Changes	Update
HE12545694-002	GPC-Closed Captioning for DoDEA Video Products	Approved	06-Aug-2015 10:56:11	06-Aug-2015 11:13:30		
HE12545694-001	GPC-Closed Captioning for DoDEA Video Products	Approved	06-Aug-2015 10:42:54	06-Aug-2015 10:49:21		
HE12545694	GPC-Closed Captioning for DoDEA Video Products	Approved	06-Aug-2015 08:46:29	06-Aug-2015 10:04:46		

7. Click the **Review Changes** icon for Amendment 001 to view the increase in funding. The **Amendment Comparison Result** screen displays.



Requisition HE12545694 Amendment Comparison Result

Show Previous Amendment Changes

Comparisons are sorted by Amendment, Line and Distribution.

Amendment	Line	Item/Job	Distribution	Field Altered	Changed From	Changed To
HE12545694-001	0001			ZIP Code	22350-1400	
HE12545694-001	0001			Country	US	
HE12545694-001	0001			Quantity	50	75
HE12545694-001	0001			Hidden Ship to address url		<SHIP_TO_LOCATION_ID=44387</SHIP_TO_LOCATION_ID><LOCATION_NAME>HE1254 TAC1</LOCATION_NAME><ADDRESS_LINE_1>DOD EDUCATION ACTVITY</ADDRESS_LINE_1><ADDRESS_LINE_2>4800 MARK CENTER DRIVE</ADDRESS_LINE_2><ADDRESS_LINE_3>ATTN: SUITE 09E09</ADDRESS_LINE_3><CITY>ALEXANDRIA</CITY><REGION_2>VA</REGION_2><REGION2_DESC>Virginia</REGION2_DESC><COUNTRY>US</COUNTRY><COUNTRY_NAME>United States</COUNTRY_NAME><POSTAL_CODE>22350-1400</POSTAL_CODE>
HE12545694-001	0001			Ship-To Address		DOD EDUCATION ACTIVITY 4800 MARK CENTER DRIVE ALEXANDRIA, VA US_GLB, 22350-1400
HE12545694-001	0001	1		Funded Value	50	75
HE12545694-001	0001	1		Quantity	50	75
HE12545694-001	0001	1		Quantity Funded	50	75

Return Export

- Compare the Amendment 001 values in the **Comparison From** fields to the values in the **Changed To** fields.
- Optionally, click the **Export** button to export the data to Excel.
- Click the **Return** link. The system returns to the **Amendment History** screen.

Navigator Favorites

Shop Requisitions

Requisitions Notifications Approvals

Requisitions: Requisitions > Requisitions Search > Requisition HE12545694: Total Without Option: 75.00 USD >

Requisition HE12545694 Amendment History

Document Number	Description	Status	Creation Date	Approval Date	Review Changes	Update
HE12545694-002	GPC-Closed Captioning for DoDEA Video Products	Approved	06-Aug-2015 10:56:11	06-Aug-2015 11:13:30	Review Changes	
HE12545694-001	GPC-Closed Captioning for DoDEA Video Products	Approved	06-Aug-2015 10:42:54	06-Aug-2015 10:49:21		
HE12545694	GPC-Closed Captioning for DoDEA Video Products	Approved	06-Aug-2015 08:46:29	06-Aug-2015 10:04:46		

View All Changes OK

- Click the **Review Changes** icon for Amendment 002 to view the administrative change. The **Amendment Comparison Result** screen displays.

Navigator Favorites

Shop Requisitions

Requisitions Notifications Approvals

Requisitions: Requisitions > Requisitions Search > Requisition HE12545694: Total Without Option: 75.00 USD > Requisition HE12545694 Amendment History >

Requisition HE12545694 Amendment Comparison Result

Show Previous Amendment Changes

Comparisons are sorted by Amendment, Line and Distribution.

Amendment	Line	Item/Job	Distribution	Field Altered	Changed From	Changed To
HE12545694-002	0001			Need-By Date	08-AUG-2015 00:00:00	15-AUG-2015 11:06:17

Return Export

- Compare the Amendment 002 values in the **Comparison From** fields to the values in the **Changed To** fields.



13. Optionally, click the **Export** button to export the data to Excel.

14. Click the **Return** link. The system returns to the **Amendment History** screen.

Requisition HE12545694 Amendment History

Document Number	Description	Status	Creation Date	Approval Date	Review Changes	Update
HE12545694-002	GPC-Closed Captioning for DoDEA Video Products	Approved	06-Aug-2015 10:56:11	06-Aug-2015 11:13:30	∞	
HE12545694-001	GPC-Closed Captioning for DoDEA Video Products	Approved	06-Aug-2015 10:42:54	06-Aug-2015 10:49:21	∞	
HE12545694	GPC-Closed Captioning for DoDEA Video Products	Approved	06-Aug-2015 08:46:29	06-Aug-2015 10:04:46		

15. Click the **OK** button. The system returns to the **Requisitions** screen.

Requisition HE12545694 : Total Without Option : 75.00 USD

Description: GPC-Closed Captioning for DoDEA Video Products
 Created By: DODEA001
 Creation Date: 06-Aug-2015 08:46:29
 Deliver-To: DOD EDUCATION ACTIVITY 4800 MARK CENTER DRIVE ATTN: SUITE 06E08 ALEXANDRIA,VA,22304-1400

Status: **Approved**
 Amendment History: Yes
 Urgent Requisition: No
 Note to Buyer:

16. Scroll down to the bottom of the screen.

Attachments on Conformed Document

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
PR HE12545694-BASIC	File	PR HE12545694-BASIC	P2P System Attachment	DODEA001	06-Aug-2015	Standard		
PR HE12545694.1	File	PR HE12545694.1	P2P System Attachment	DODEA001	06-Aug-2015	Standard		
PR HE12545694.2	File	PR HE12545694.2	P2P System Attachment	DODEA001	06-Aug-2015	Standard		

Details

Line	Informational	Description	Need-By	Period Of Performance Start Date	Period Of Performance End Date	Deliver-To	Contract Type	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (USD)	Option	Pricing Details	Line Status	Award	MIPR Type
0001	<input type="checkbox"/>	GPC-Closed Captioning for DoDEA Video Products	15-Aug-2015 11:06:17			HE1254 TAC1	FFP	EACH	75	0	0	75	1 USD	75.00					
													Total	75.00					

Return

17. Optionally, click the **Attachments** links to review the supporting material.

18. After reviewing the requisition **Details**, click the **Return** link.



Shop | Requisitions

Requisitions | Notifications | Approvals

Requisitions: Requisitions >

Requisitions Search
 Enter search criteria and press the Go button to find the requisitions. Views

* Requisition Type: All
 Requisition Created By: DODEA001
 Include people from all organizations
 Requisition Created: Last 7 Days
 Requisition Number: HE12545694
 Award Number:
 Issuing Office:
 Suggested COTR Office Address:
 Suggested COTR Office Contact Name:
 MIPR Requesting Office:
 MIPR Assisting Office:
 MIPR Reference Number:
 Requester:
 Include people from all organizations
 Requisition Status: All Statuses
 Requisition Description:
 Supplier:
 Priority Code:
 Suggested Award:
 PR Line Status:
 Go Clear

Select Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Requisition Type	Status	Award
<input type="radio"/> HE12545694	GPC-Closed Captioning for DoDEA Video Products	75.00 USD	75	0	0	75	06-Aug-2015 09:46:29	PR	Approved	

19. The system returns to the **Requisitions Search** screen.

Result

Congratulations! You have successfully viewed a requisition’s amendment history. You can now close the forms to return to the Navigator.