When an approver chooses to edit a requisition, he or she makes the necessary changes then saves and submits it back into workflow. The approver must return to the **Approval** page to complete the approval.
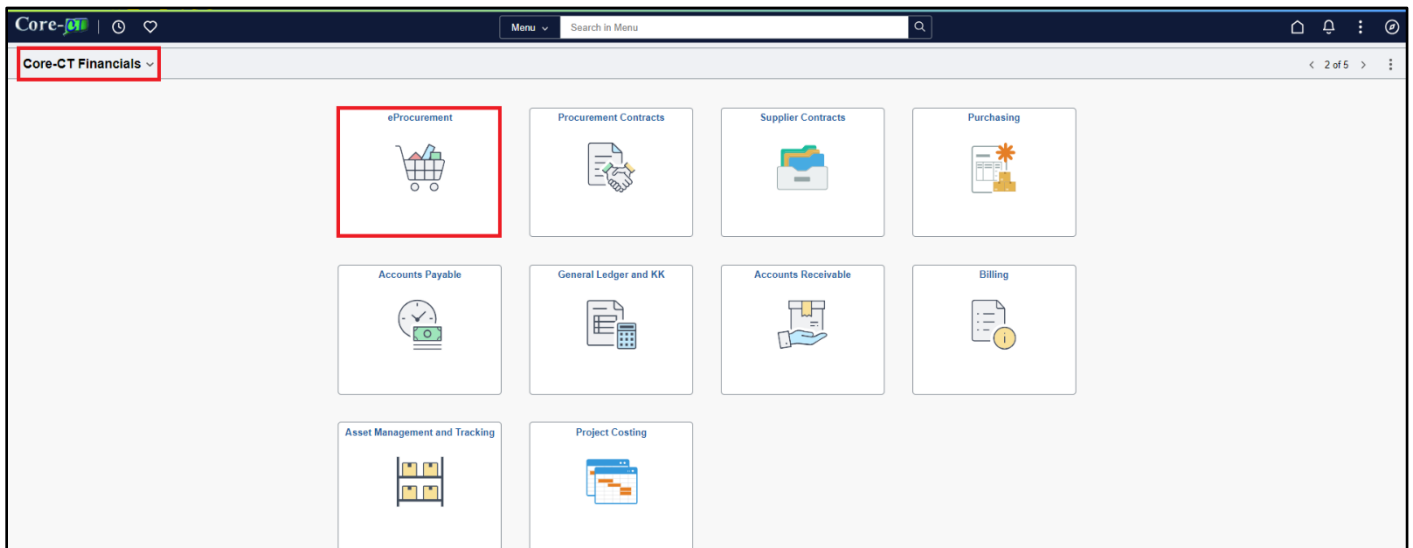
Navigation:

*Select **Core-CT Financials***
*Click **eProcurement** Tile*
*Click **Approvals** Tile*
*Select **Requisition***

From the **Requisition** page, click the **Edit** button.

Review and edit the requisition as necessary, click the **Update Cart** button; then, go to Checkout to **Save** the requisition, or **Submit** it for the changes to reflect.

Click the ←**Pending Approval** link.

Click the Requisition to Approve from the **Pending Approvals Page**.

Click the **Approve button.**

Once you click **Approve**, an **Approver Comment** box will display. Clicking **Submit** will finalize the Approval process.