

What actions will restart workflow for a requisition?



Once a requisition has been created and submitted to approval, the requisition will appear in the approver's worklist. An approver can select, review, approve or deny the requisition.

If a requisition is edited during the approval process it may restart workflow. Certain edits once a requisition is approved but before a PO is created may also restart workflow. These conditions are listed below.

If a requisition is still in a **PENDING** approval status, the following actions will restart workflow:

Action	Where	Restart
<i>Change Quantity</i>	Line	Yes
<i>Change Price</i>	Line	Yes
<i>Add New Line</i>	Line	Yes
<i>Delete Line</i>	Line	Yes
<i>Change ShipTo</i>	Schedule	Yes
<i>Change Location</i>	Distribution	Yes
<i>Change Chartfield</i>	Distribution	Yes



If a requisition is in an **APPROVED** approval status and no purchase order has been created, the following actions will restart workflow:

Action	Where	Restart
Change Requisition Title	Header	YES
Save as Template	-	YES
Add to Favorites	-	YES
Add Comments (Header or Line)	Header / Line	YES
Change Quantity	Line	YES
Change Price	Line	YES
Change Vendor	Line	YES
Change Vendor Location	Line	YES
Change 'RFQ Required'	Line	YES
Change BuyerID	Line	YES
Change ContractID	Line	YES
Change Item Description	Line	YES
Change Vendor Item #	Line	YES
Add New Line	Line	YES
Delete Line	Line	YES
Change ShipTo	Schedule	YES
Change Location	Distribution	YES
Change Chartfield	Distribution	YES



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