

Quick Reference Guide:

How to Edit a Supplier Request Form



Purpose:

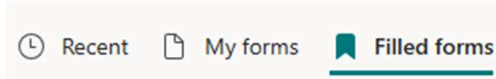
Please follow the following steps to edit a submitted new Supplier Request Form.

The option to edit is only available to users who have clicked Save my response to edit upon

completing the original submission. Please make sure to click this  upon any new requests so that the form may be edited if necessary. This option will only appear after you submit the form.

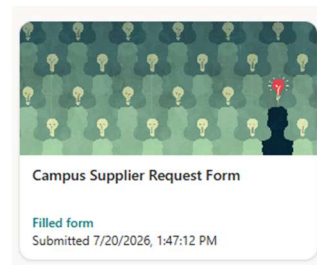
Step-by-Step:

In Microsoft Forms, toggle to Filled Forms.

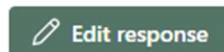


Tulane users can log into Microsoft Forms using Single-Sign On

Click on the Form to edit.

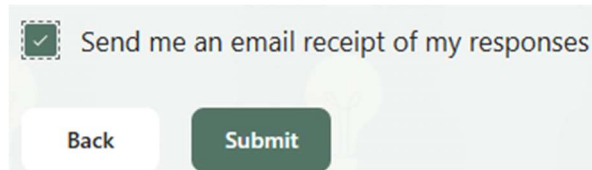


Click Edit response.



This will open the entire form to edit

Continue to the end of the form to the last page and submit again.



Email Supplier Support to inform them that the form was updated.

