



Business Process Document

PS FIN Purchasing: Copying a Requisition

Department	
Responsibility/Role	
File Name	Copying a Requisition_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Copying a Requisition

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

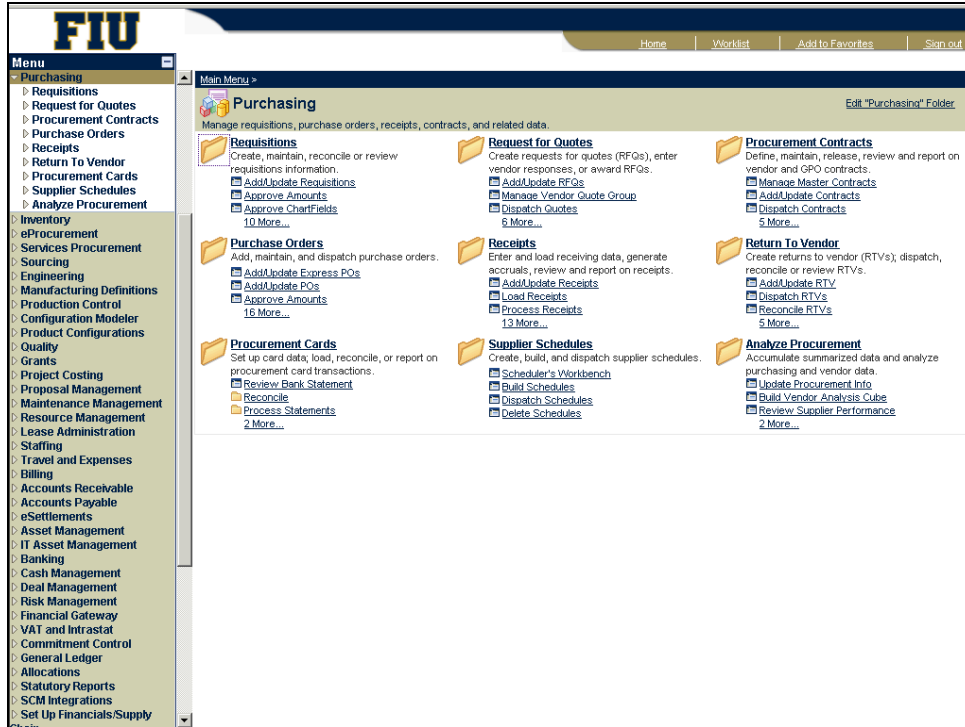
Procedure




You can copy an existing requisition to eliminate redundant data entry.

In this topic you will copy a requisition.



Step	Action
1.	Click the Purchasing link. Purchasing



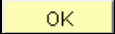


Step	Action
2.	Click the Requisitions link. 
3.	Click the Add/Update Requisitions link. 
4.	Click the Add button. 




Business Process Document

PS FIN Purchasing: Copying a Requisition



Step	Action
5.	Click the Copy From link. 
6.	Enter the desired information into the Requisition ID: field. Enter " 000073883 ". Enter the ID of the requisition you wish to copy.
7.	Click the Search button. To search for the entered requisition. 
8.	Click the OK button. Once you have selected the requisition that you wish to copy from the list. 
9.	Remember to update the distribution and location information on the newly copied requisition.



Step	Action
10.	Click the Pending Approval graphic. 
11.	Click the Save button. Notice that a new Requisition ID has been assigned. 
12.	Click the Home link. 
13.	Congratulations. You have successfully copied a requisition. End of Procedure.