


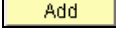

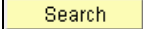
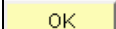





Copying a Requisition

1.	Click the Purchasing link. 
2.	Click the Requisitions link. 
3.	Click the Add/Update Requisitions link. 
4.	Click the Add button. 
5.	Click the Copy From link. 
6.	Enter the desired information into the Requisition ID: field. Enter a valid value e.g. "0000073883" . 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.
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.