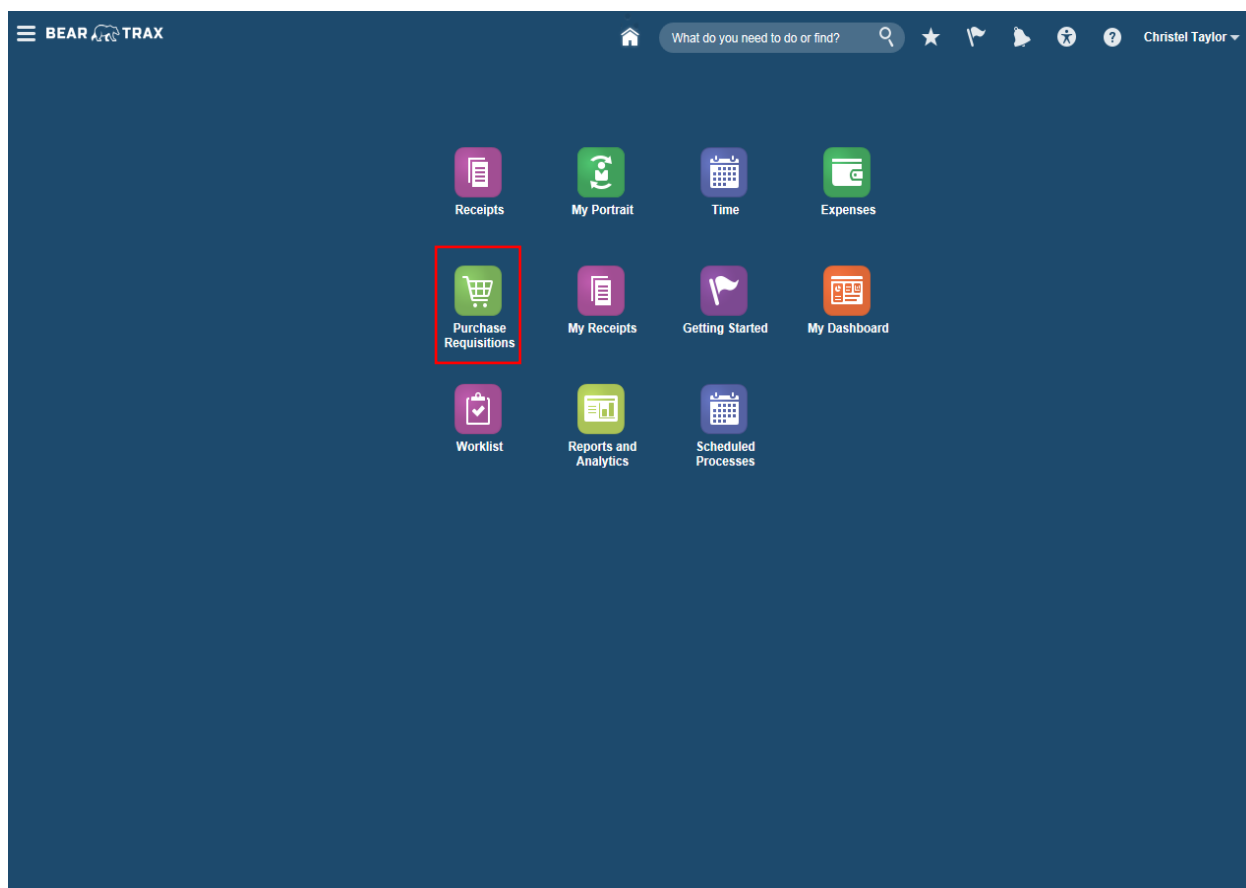


Procurement: Create a Duplicate Requisition

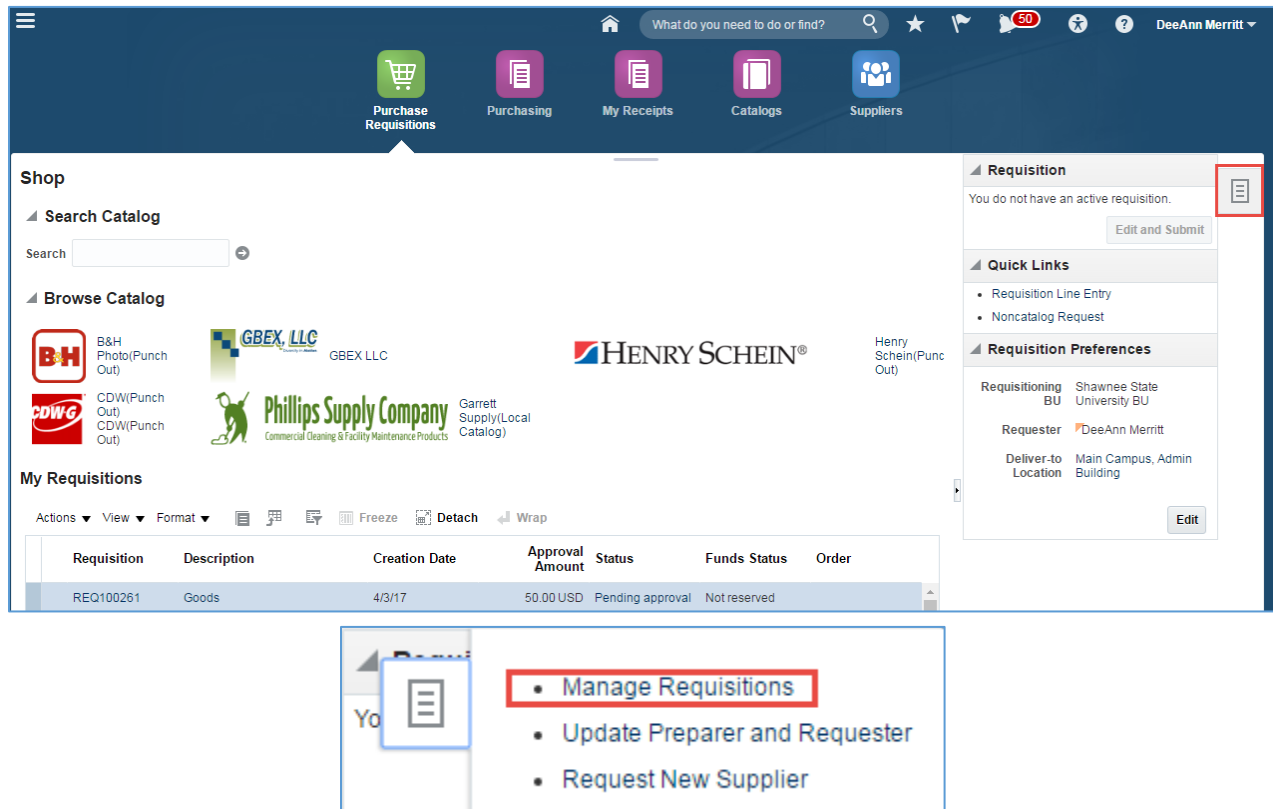
For employees needing to duplicate a requisition

Purpose:	To duplicate a requisition.
How to Access:	Log into the Bear Trax application. Select the Procurement task in the Navigator.
Helpful Hints:	<p>Be sure to keep in mind that...</p> <ul style="list-style-type: none">You can use this feature to submit orders that frequently occur (department and office supplies, etc)You need to review the information before submitting the duplicated requisition and make necessary changes
Procedure:	Complete the following steps to duplicate a requisition:

1. Click on the **Purchase Requisitions** icon.



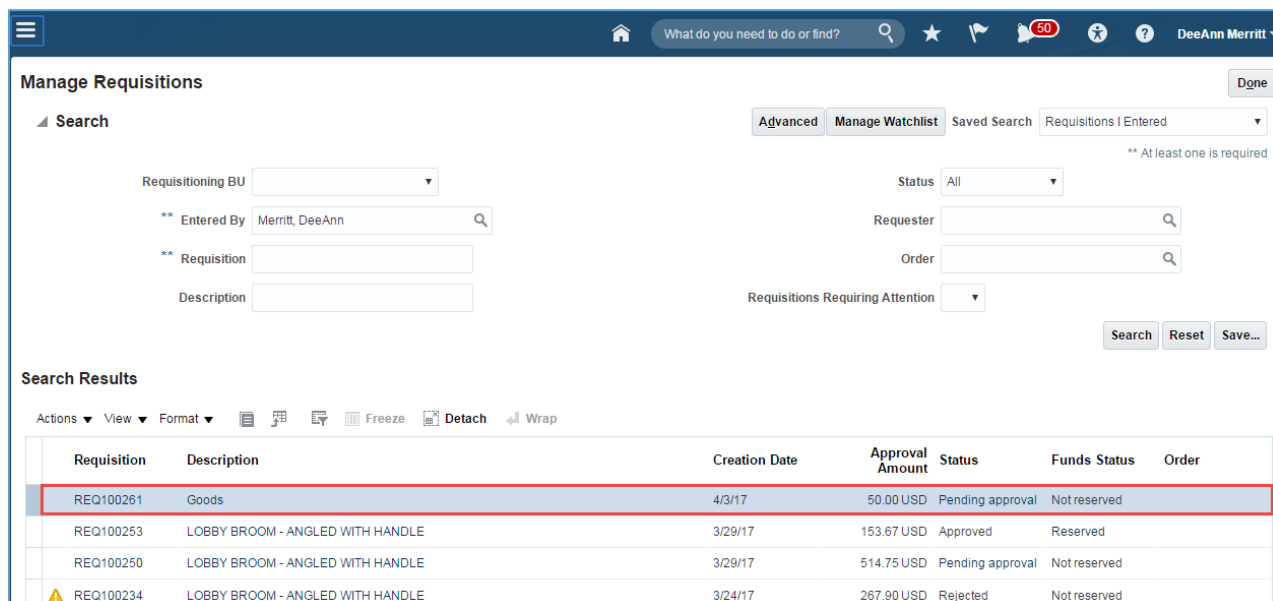
2. Click the **Tasks** icon and select **Manage Requisitions** in the upper right hand corner.



Manage Requisitions

- Manage Requisitions
- Update Preparer and Requester
- Request New Supplier

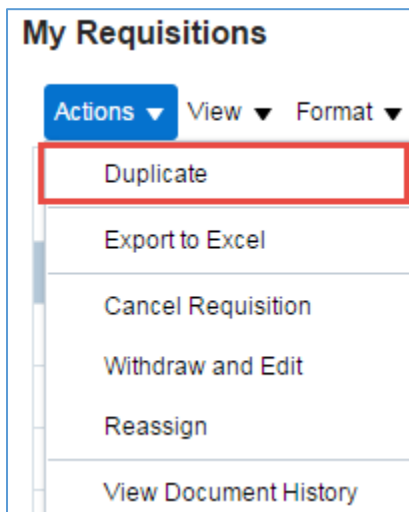
3. Use the **Search** fields to find a specific requisition and select from **Search Results** OR select a requisition from **My Requisitions** by highlighting the **Requisition** line.



Search Results

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ100261	Goods	4/3/17	50.00 USD	Pending approval	Not reserved	
REQ100253	LOBBY BROOM - ANGLED WITH HANDLE	3/29/17	153.67 USD	Approved	Reserved	
REQ100250	LOBBY BROOM - ANGLED WITH HANDLE	3/29/17	514.75 USD	Pending approval	Not reserved	
REQ100234	LOBBY BROOM - ANGLED WITH HANDLE	3/24/17	267.90 USD	Rejected	Not reserved	

4. Click on the **Actions** drop-down menu and select **Duplicate**.



5. Make any necessary changes or updates to the requisition, then click **Submit**.

Edit Requisition: REQ100337

Requisitioning BU: Shawnee State University BU

Procurement Card: XXXXXXXX2145

Justification:

Requisition Amount: 50.00 USD

Approval Amount: 50.00 USD

Funds Status: Not reserved

Attachments: None

Actions: Shop Check Funds Manage Approvals View PDF Save Submit

* Description: Goods

Overriding Approver:

Requisition Lines

Actions: View Format Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM	Price	Amount (USD)	Funds Status	Delete
1	Goods	Miscellaneous	1	Cubic Inch	50.00 USD	50.00	Not reserved	X
Total						50.00		

Rows Selected: 1 Columns Hidden: 8

Line 1: Details

Delivery

Requester: Merritt, DeeAnn

Urgent: No

Requested Delivery Date: 4/24/17

Suggested Buyer: Finch, Dawn

Deliver-to Location Type: Internal

* Deliver-to Location: Main Campus, Admin Building

Deliver-to Address: P40 2nd St, PORTSMOUTH, OH 45662, UNITED STATES

Billing

Actions: View Format Freeze Detach Wrap

* Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
10-1010-50-10074-61102-10000-000	4/17/17	100	1	50.00	Not reserved	X
Total			100	1	50.00	

Columns Hidden: 1

Notes and Attachments

Note to Supplier:

Attachments: None

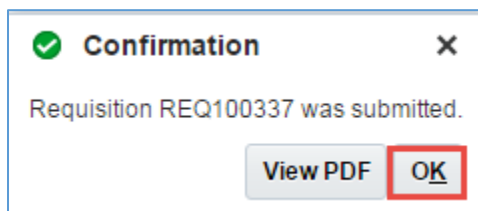
Source

Agreement Type:







Supplier: ACT

Agreement:

6. A confirmation message will appear. Click **OK**.



The requisition item will appear under **My Requisitions** with the status of **Pending approval**.

My Requisitions						
Actions ▼ View ▼ Format ▼     Freeze  Detach  Wrap						
Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ100337	Goods	4/17/17	50.00 USD	Pending approval	Not reserved	
REQ100326	2nd Skin Hydrogel Bandage 1x1" Blue 200/jr	4/14/17	191.94 USD	Pending approval	Not reserved	
REQ100323	Goods	4/13/17	850.00 USD	Pending approval	Not reserved	
REQ100263	Goods	4/3/17	50.00 USD	Pending approval	Not reserved	
REQ100253	LOBBY BROOM - ANGLED WITH HANDLE	3/29/17	153.67 USD	Approved	Reserved	

Final Notes

By following these steps, you have successfully duplicated a requisition, made necessary changes, and submitted it for approval.