Procurement: Create a Duplicate Requisition
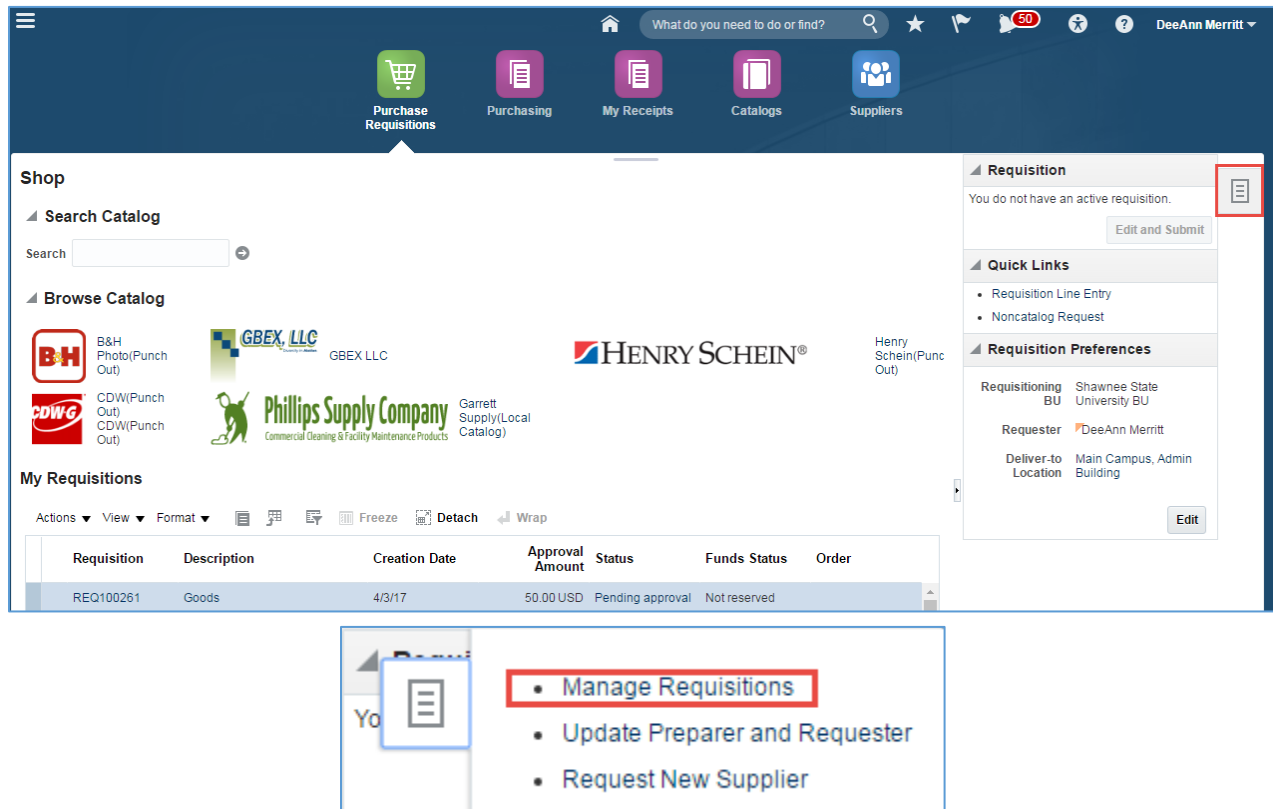
For employees needing to duplicate a requisition

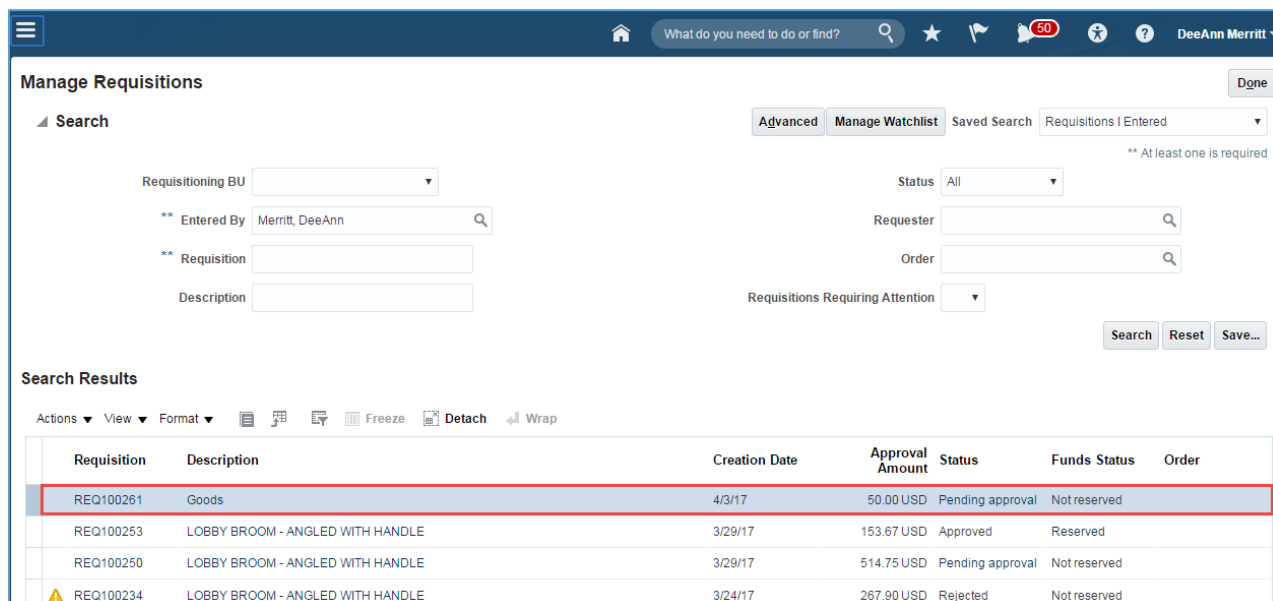|	
Purpose:	To duplicate a requisition.
How to Access:	Log into the Bear Trax application. Select the **Procurement** task in the Navigator.
Helpful Hints:	Be sure to keep in mind that…
	• You can use this feature to submit orders that frequently occur (department and office supplies, etc)
	• You need 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.
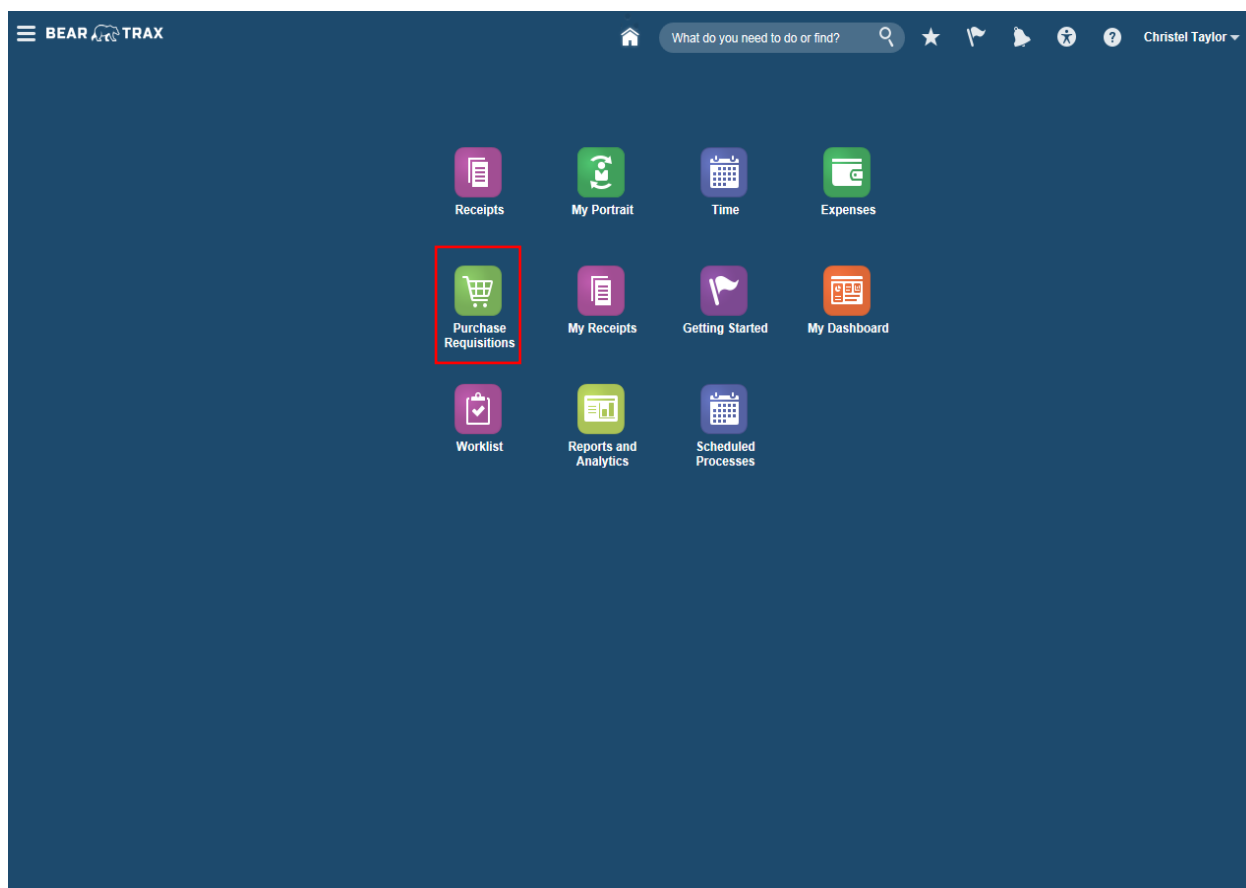
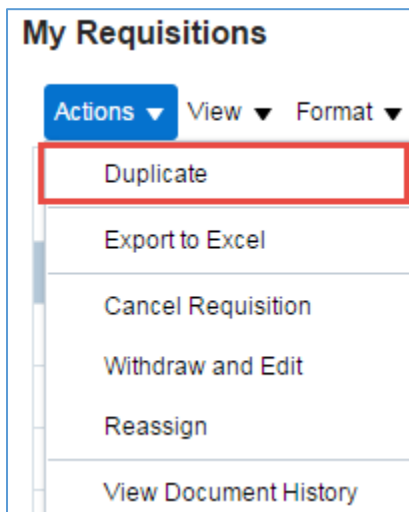**2.** Click the **Tasks** icon and select **Manage Requisitions** in the upper right hand corner.

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.

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

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

6. A confirmation message will appear. Click **OK**.
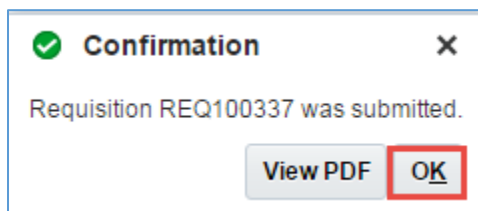
The requisition item will appear under **My Requisitions** with the status of **Pending approval.**

Final Notes

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