

## Procurement: Create a Duplicate Requisition

*For employees needing to duplicate a requisition*

**Purpose:** To duplicate a requisition.

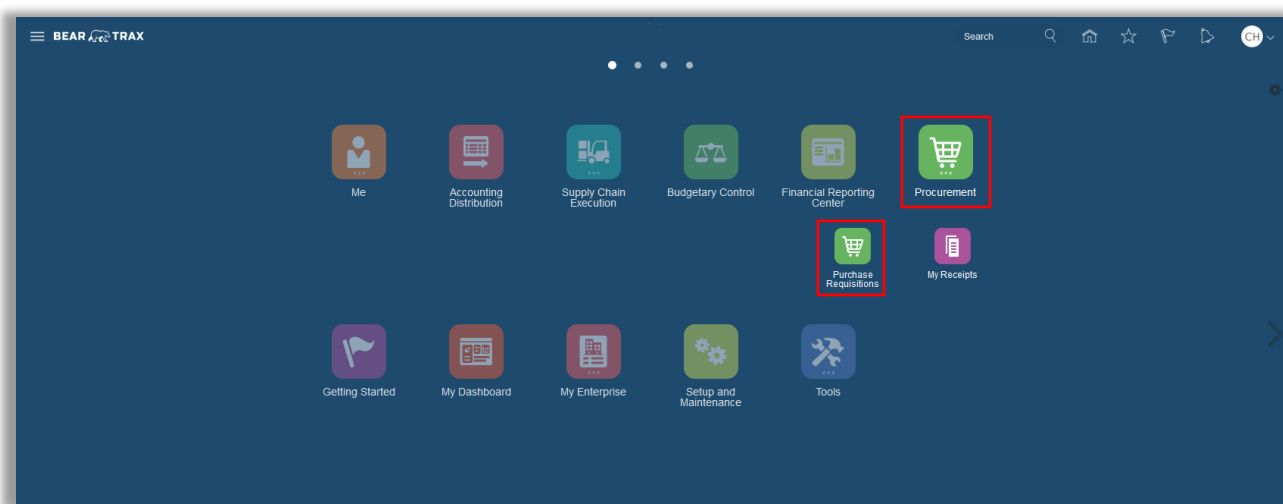
**How to Access:** Log into the [Bear Trax](#) application. Select the **Procurement** task in the Navigator.

**Helpful Hints:** Be sure to keep in mind that...

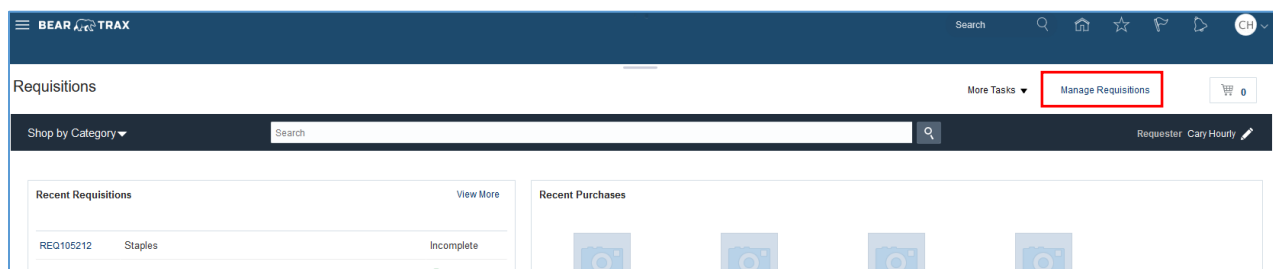
- You can use this feature to submit orders that frequently occur (department and office supplies, etc)
- You need to review the information before submitting the duplicated requisition and make necessary changes

**Procedure:** Complete the following steps to duplicate a requisition:

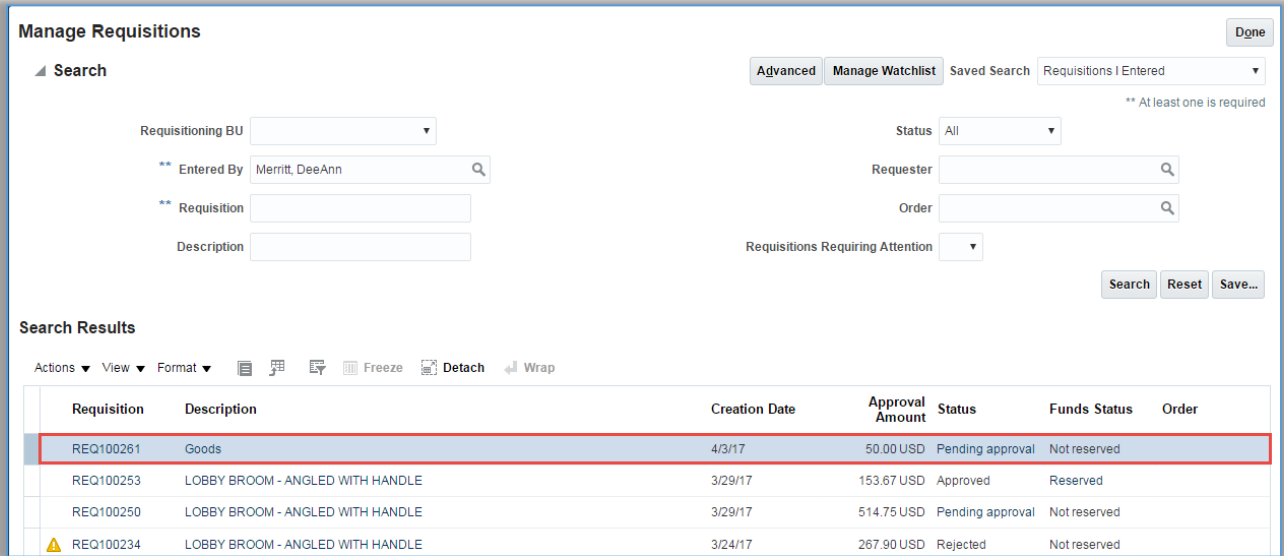
1. Click on the **Purchase Requisitions** icon.



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.



**Manage Requisitions** Done

**Search** Advanced Manage Watchlist Saved Search Requisitions I Entered \*\* At least one is required

Requisitioning BU

\*\* Entered By

\*\* Requisition

Description

Status

Requester

Order

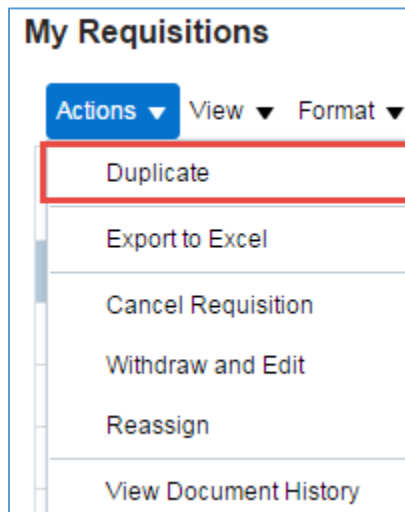
Requisitions Requiring Attention

**Search Results**

Actions

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**.



**My Requisitions**

Actions

- Duplicate
- Export to Excel
- Cancel Requisition
- Withdraw and Edit
- Reassign
- View Document History

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

Requisition Amount: 50.00 USD

\* Description: Goods

Justification:

Approval Amount: 50.00 USD

Overriding Approver:

Funds Status: Not reserved

Attachments: None +

**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
<b>Total</b>						<b>50.00</b>		

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: P940 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
<b>Total</b>			<b>100</b>	<b>1</b>	<b>50.00</b>	

Columns Hidden: 1

**Notes and Attachments**

Note to Supplier:


Attachments: None +

**Source**

Agreement Type: Agreement

Supplier: ACT






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


**Confirmation**
X

Requisition REQ100337 was submitted.

View PDF
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.