Create Duplicate Requisition

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.