

How to Copy a Requisition in ePro

You can use the copy requisition function in ePro to save time from having to enter in a whole new requisition.

To copy a requisition, go to the Manage Requisition Page (**eProcurement > Manage Requisitions**), find the requisition that you want to copy and select “Copy Requisition” and click **Go**.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BENUV Requisition Name: Request Status: All but Complete Budget Status: Date From: Date To: 05/15/2012 Requester: BPENCE Entered By: PO ID:

[Search] [Clear]

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	Vendor	Date	Status	Budget	Total	
000000732	Higher Ed Jobs-Annual PO	HIGHEREDJO	05/26/2011	PO(s) Dispatched	Valid	3,500.00 USD	<Select Action...> Go
000000731	Miller Advertising-Annu...	MILLERADVE	05/26/2011	PO(s) Dispatched	Valid	15,000.00 USD	<Select Action...> Go
000000729	Office Max	OFFICEMAX	05/26/2011	PO(s) Dispatched	Valid	1,500.00 USD	Copy Requisition... Go
000000727	State Journal Registrar	STATEJOURN	05/26/2011	Cancelled	Valid	0.00 USD	<Select Action...> Go
000000726	SHRM Membership Renew-An...	SOCIETYFOR	05/26/2011	PO(s) Dispatched	Valid	720.00 USD	<Select Action...> Go

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

The new requisition will appear. If any changes are necessary, you'll want to make those changes before budget checking and submitting the req for approval. You will also want to verify that it's being charge to the correct speedchart. Once all changes are made, click the budget check button. After it passes budget check, click the save & submit button.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: BENUV Benedictine University Requester: BPENCE Breanna Lynn Pence *Currency: USD Priority: Medium

Requisition Name:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Office Max-Annual PO	OFFICE MAX	1.0000	Each	1,500.00000	1,500.00

Blanket

Select All / Deselect All

Add to Favorites Add to Template(s) Modify Line / Shipping / Accounting Delete

Justification/Comments: Office Max-Annual PO

Send to Vendor Show at Receipt Show at Voucher

Check Budget Budget Checking Status: Not Checked

Save & submit Save & preview approvals Cancel requisition Find more items