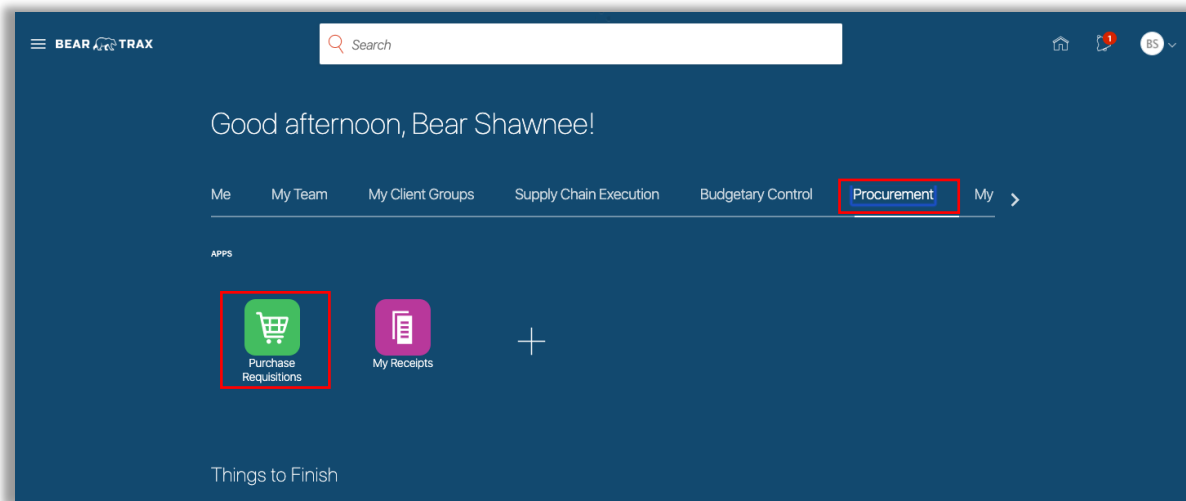


Procurement: Create a Duplicate Requisition

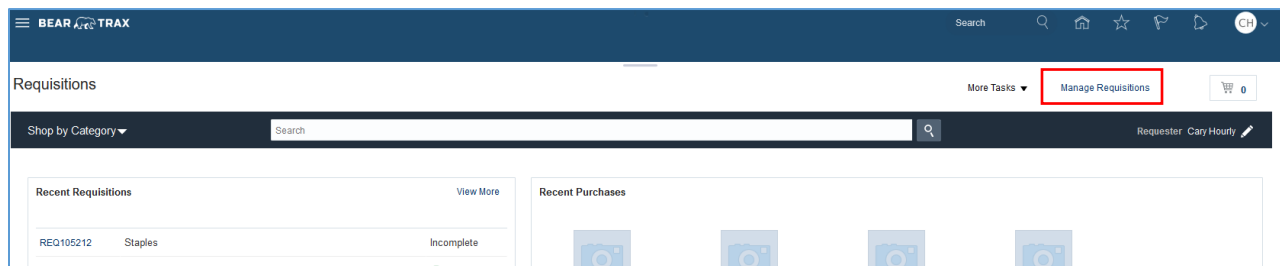
For employees needing to duplicate a requisition

- 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:

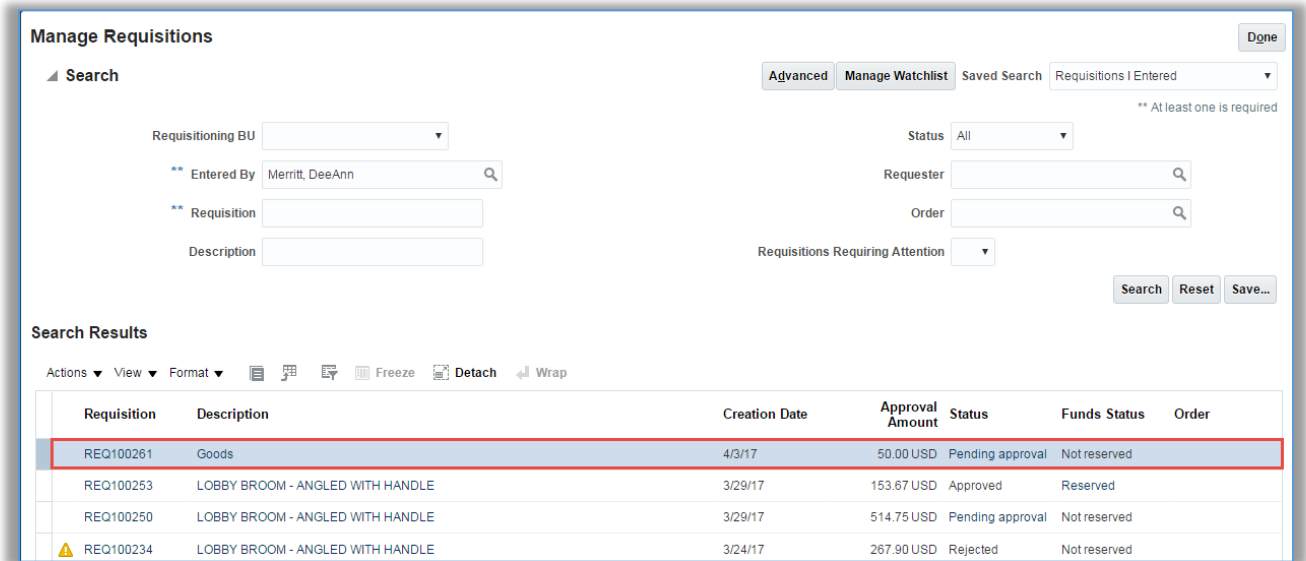
1. Click on the **Purchase Requisitions** icon.



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

Requisitioning BU: Status: All

** Entered By: Merritt, DeeAnn Requester:

** Requisition: Order:

Description: Requisitions Requiring Attention:

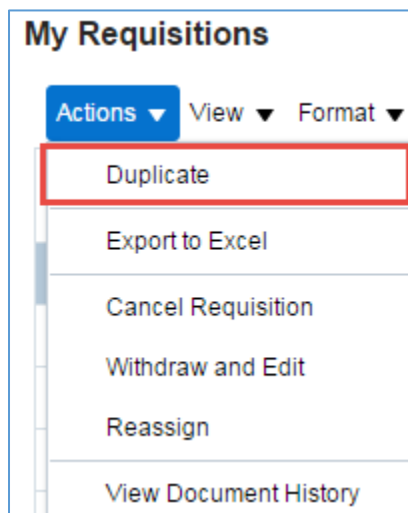
Search | Reset | Save...

Search Results

Actions | View | Format | Freeze | Detach | Wrap

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 | View | Format

- 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 Shop Check Funds Manage Approvals View PDF Save **Submit**

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
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: 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
Total			100	1	50.00	

Columns Hidden: 1

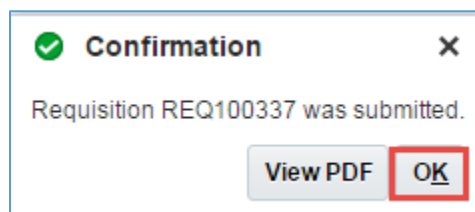
Notes and Attachments

Note to Supplier:
 Attachments: None +

Source







Agreement Type: Agreement
 Supplier: ACT

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



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.