**STEP 14   Copy a Requisition**

Old requisitions can be copied into new requisitions and changed for current needs. This is especially helpful during the start of a new fiscal year when old blankets and maintenance agreements need to be replaced.

Navigate to the Add/Update Requisitions page.

Click the ‘Add’ button.

Click the ‘Copy From’ hyperlink
Enter the requisition number to be copied and click the Search Button.

The requisition is automatically Selected.

Click the OK button.

If the requisition being copied was entered by another Requester, the following message will appear:

```
The source requester (HRHODES) is different from the target requester (), copy? (101 50 130)
All copied defaults will remain unchanged. Do you want to copy?

Yes  No
```

This means that the information tied to the original requester will be copied into the requisition; requester information, default chartfields, ship to information

Click the ‘Yes’ button. All this information can be changed.
All the requisition information is copied into the requisition page.

Change the Requester ID to your own if necessary.

The system verifies the default settings.

Click the ‘Yes’ button.
The Requester information is now updated yet the description, vendor and comments remain the same.

Click the Requisition Defaults link
Highlight and Delete the Buyer name. This is very important. If the buyer is no longer with the university, the requisition will not be routed to the correct Purchasing Agent.

Make any necessary chartfield or vendor changes and retrofit the changes (see Step 13 – Making Changes to the Requisition)

Click OK

Comments should be reviewed and edited as needed.

Continue to complete the requisition.