Requisition – Copy an Existing Requisition

Direct questions to Procurement & Contract Services, x5134
Copy an Existing Requisition

Refer to ‘Log into PeopleSoft Financials’ guide for login instructions.

• Once logged in, click on the \( \text{ } \) in the top right of the page.

• Click ‘Navigator’

• Click ‘Purchasing’
Copy an Existing Requisition (cont.)

• Click on ‘Requisitions’

• Click on ‘Add/Update Requisitions’

Note: The first time this page is accessed, click the ‘Add To’ link to create a tile on your Homepage or add to your NavBar/Favorites.

*Refer to ‘Creating a Tile in PeopleSoft Financials’ Guide for more instructions.
Copy an Existing Requisition (cont.)

• Click ‘Add’ to enter a new requisition.

• Click the ‘Copy From’ link at the top of the Maintain Requisition page.
Copy an Existing Requisition (cont.)

• Enter the requisition number to be copied in the ‘Requisition ID’ box.
• Click ‘Search’.
• Use the to find a requisition by Requestor ID.
• The requisition number to be copied will display at the bottom of the page in the Requisition box.
• Click ‘OK’.
• Click ‘Yes’ on the Source Requestor message.
Copy an Existing Requisition (cont.)

• The **Maintain Requisitions** page will open a copy of the requisition for editing.

• Make changes and additions necessary to update the requisition.

• After editing is complete, click the to **Approve** the requisition.

• Click ‘Save’ to finish.