

Copying an Existing Requisition

Created on 2/20/2013 8:58:00 AM

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Copying an Existing Requisition 1

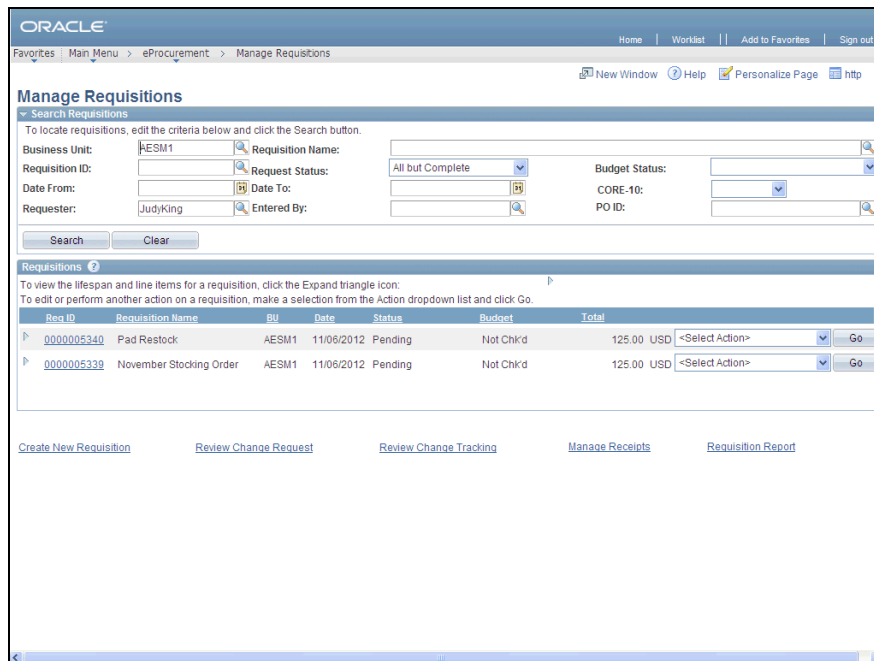
Copying an Existing Requisition



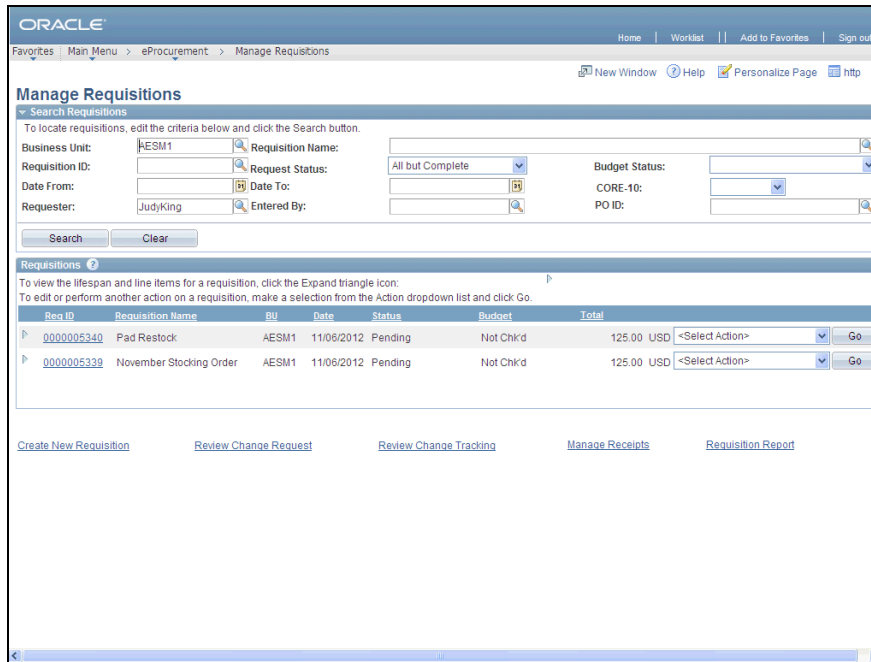
Copying an Existing Requisition is a new **Select Action** menu option in Core-CT 9.1. This option allows requesters to quickly copy a requisition from the Manage Requisitions page regardless of its status. There is no limit to how often an original requisition can be copied. The new requisition will open at the **Review and Submit** page. All items, chartfield information, and comments will be carried over from the original requisition. The Requisition Name and Attachments will not copy to the new requisition.

Procedure

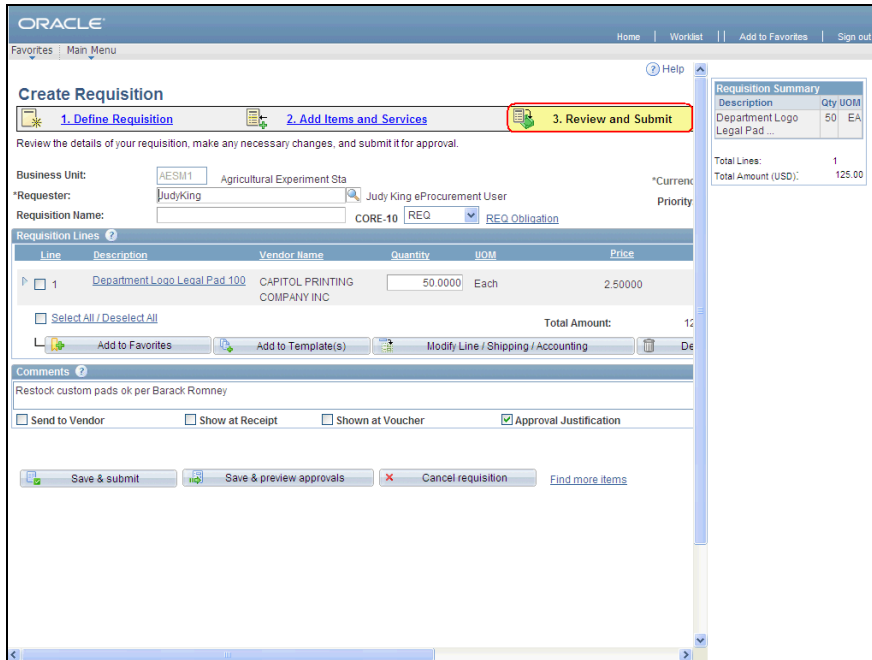
Navigation: eProcurement > Manage Requisitions




Step	Action
1.	The requester has identified the requisition to be copied on the Manage Requisitions page.



Step	Action
2.	Click the Select Action list. <input type="text" value="<Select Action>"/>
3.	Click the Copy Requisition list item. <input type="text" value="Copy Requisition"/>
4.	Click the Go button. <input type="button" value="Go"/>



Step	Action
5.	The Create Requisition: Review and Submit page displays. Review the defaulted values and update as necessary.
6.	The Requisition Name field does not default. Enter December Pad Restock in the Requisition Name field
7.	REQ Obligation does not copy from the original requisition. Update as necessary.
8.	Click the Expand Section button. 

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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: AESM1 Agricultural Experiment Sta *Current
 *Requester: JudyKing Judy King eProcurement User Priority
 Requisition Name: December Pad Restock CORE-10 REQ REQ Obligation

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price
1	Department Logo Legal Pad 100	CAPITOL PRINTING COMPANY INC	50.0000	Each	2.50000

Shipping Line: 1 Due Date: Quantity: 50.0000 Price: 2.50000
 Status: Active *Ship To: 0930000001
 Attention To: Judy King eProcurement User
 *Distribute By: Qty SpeedChart:

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		0930000001	50.0000	100.0000	125.00	STATE

Comments: Restock custom pads ok per Barack Romney

Step	Action
9.	Verify the default values copied for this line are appropriate for the new requisition. Click the Collapse Section button.

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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: AESM1 Agricultural Experiment Sta *Current
 *Requester: JudyKing Judy King eProcurement User Priority
 Requisition Name: December Pad Restock CORE-10 REQ REQ Obligation


Requisition Lines

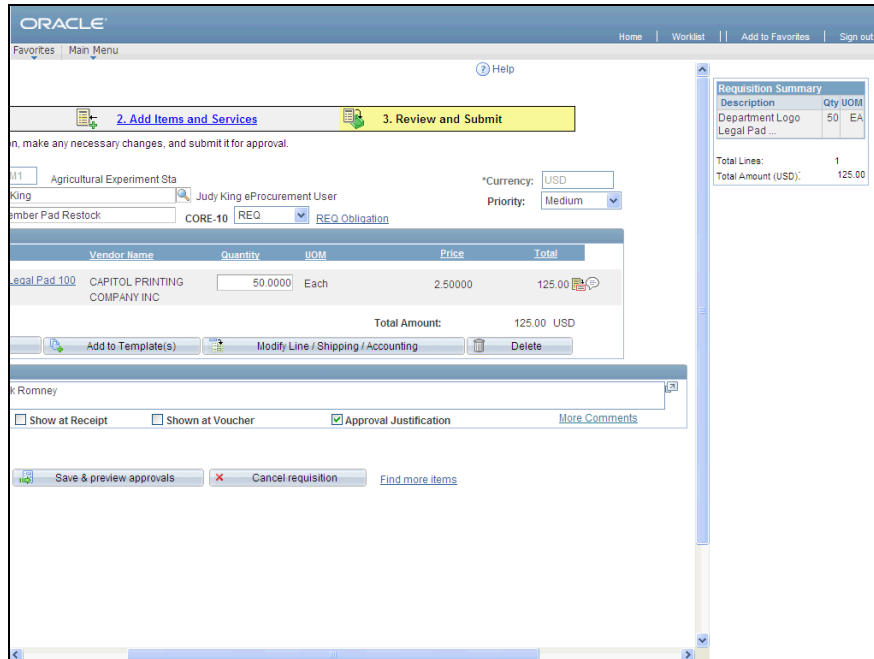
Line	Description	Vendor Name	Quantity	UOM	Price
1	Department Logo Legal Pad 100	CAPITOL PRINTING COMPANY INC	50.0000	Each	2.50000


Comments: Restock custom pads ok per Barack Romney

Send to Vendor Show at Receipt Shown at Voucher Approval Justification

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

Step	Action
10.	Click the scrollbar. 



Step	Action
11.	Click the More Comments link. 

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Header Comments Help

Business Unit: AESM1 Requisition Date: 11/20/2012
 Requisition ID: NEXT Status: Open

Requisition Summary

Description	Qty	UOM
Department Logo	50	EA
Legal Pad...		

Total Lines: 1
 Total Amount (USD): 125.00

Comments Find First 1-2 of 2 Last

Use Standard Comments Entered On: 11/06/2012 7:48:07PM

1 Restock custom pads ok per Barack Romney

Send to Vendor Show at Receipt Show at Voucher Approval Justification

Add Attachments

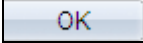
Use Standard Comments Entered On: 11/06/2012 8:03:24PM

2 Receiving Hours 9am-3pm

Send to Vendor Show at Receipt Show at Voucher

Add Attachments

OK Cancel

Step	Action
12.	Enter Restock custom pads ok per Jim Dandy into the Use Standard Comments field.
13.	Click the OK button. 

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Help

2. Add Items and Services 3. Review and Submit

make any necessary changes, and submit it for approval.

11 Agricultural Experiment Sta *Currency: USD
 King Judy King eProcurement User Priority: Medium

ember Pad Restock CORE-10 REQ REQ Obligation

Vendor Name	Quantity	UOM	Price	Total
Legal Pad 100 CAPITOL PRINTING COMPANY INC	50.0000	Each	2.50000	125.00
Total Amount:			125.00	USD

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

andy


Show at Receipt Shown at Voucher Approval Justification More Comments

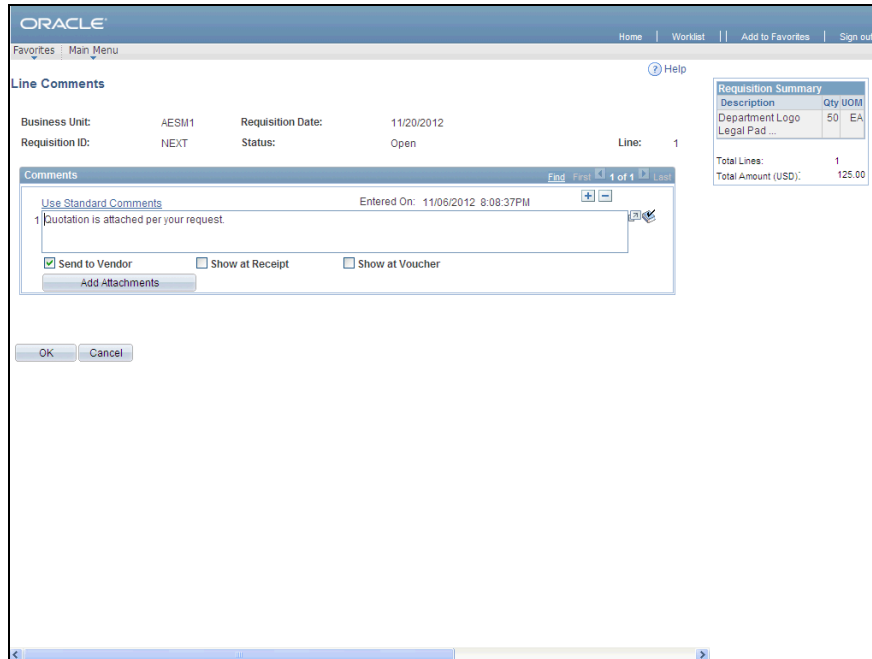
Save & preview approvals Cancel requisition Find more items

Requisition Summary

Description	Qty	UOM
Department Logo	50	EA
Legal Pad ...		

Total Lines: 1
 Total Amount (USD): 125.00

Step	Action
14.	Click the Add/Edit Comments button. 



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Line Comments Help

Business Unit: AESM1 Requisition Date: 11/20/2012
 Requisition ID: NEXT Status: Open Line: 1

Requisition Summary	
Description	Qty UOM
Department Logo	50 EA
Legal Pad ...	
Total Lines: 1	
Total Amount (USD): 125.00	

Comments End First 1 of 1 Last


Use Standard Comments Entered On: 11/06/2012 8:08:37PM

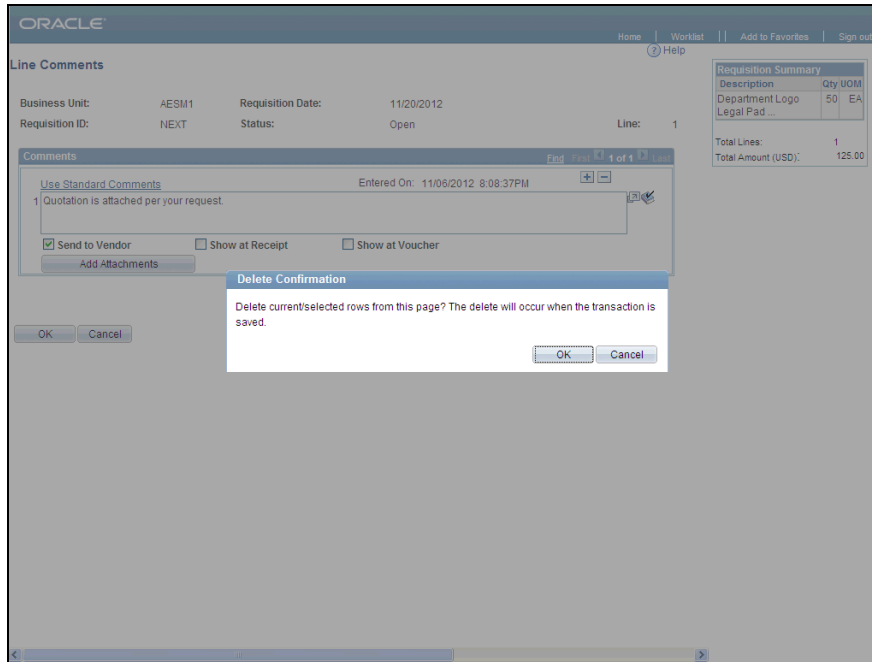
1 Quotation is attached per your request.

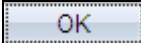
Send to Vendor Show at Receipt Show at Voucher

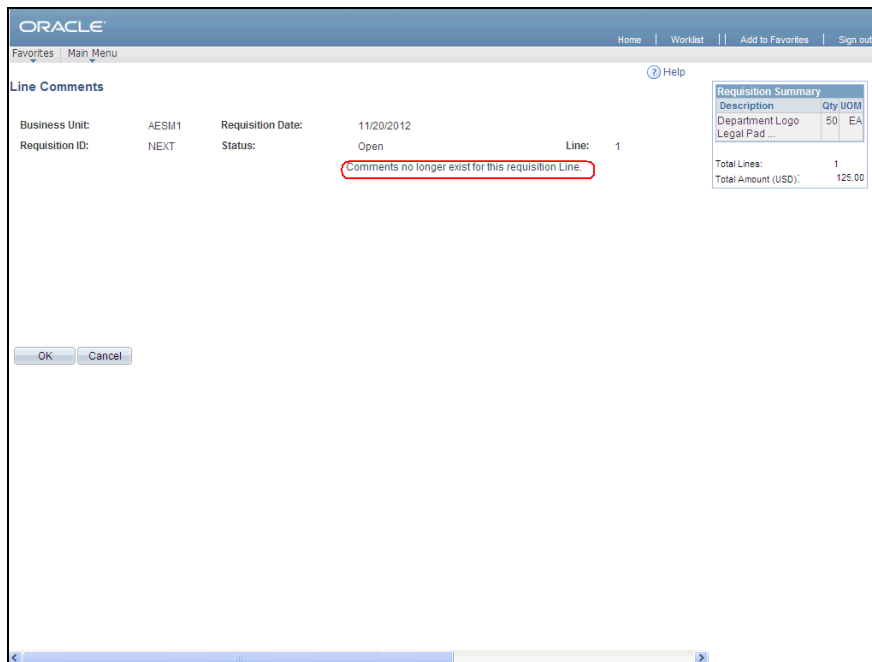
Add Attachments

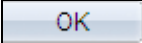
OK Cancel

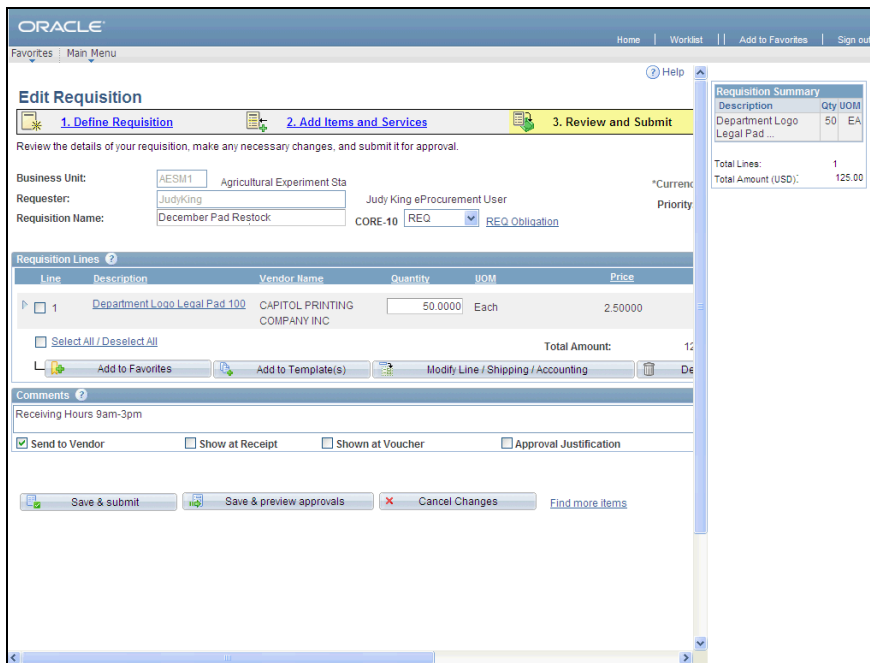
Step	Action
15.	Click the Delete row 1 button to remove the existing comment. 



Step	Action
16.	Click the OK button. 



Step	Action
17.	Click the OK button. 



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Edit Requisition Help

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: AESM1 Agricultural Experiment Sta *Current
Requester: JudyKing Judy King eProcurement User
Requisition Name: December Pad Restock CORE-10 REG REQ Obligation Priority

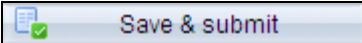
Line	Description	Vendor Name	Quantity	UOM	Price
1	Department Logo Legal Pad 100	CAPITOL PRINTING COMPANY INC	50.0000	Each	2,500.00

Select All / Deselect All Total Amount: 125.00

Comments Receiving Hours 9am-3pm

Send to Vendor Show at Receipt Shown at Voucher Approval Justification

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

Step	Action
18.	In this example no other changes need to be made. Click the Save & submit button. 
19.	End of Procedure.