

Copying an Existing Requisition in R12

Step 1



Click the APS iProcurement Super User link.

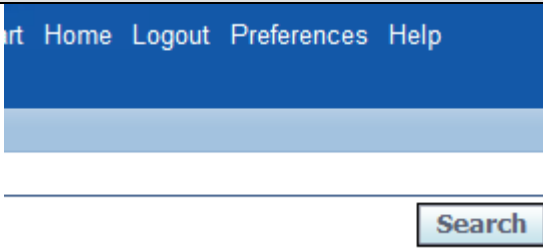
Click the iProcurement Home link.

Step 2



Click the **Requisitions** tab.

Step 3



Click the **Search** button, which is way over on the right side of the screen.

Step 4

Include people from all organizations

Requisition Created: Any Time ←

Requisition Number: 270286

Order Number:

Enter the values you want to search for in the available search fields.

Note: It's always a good idea to change the date range in the 'Requisition Created' field to 'Any Time.'

Click the **Go** button.

Step 5

Include people from all organizations

Requisition Created: Any Time

Requisition Number: 267910

Order Number:

Select Object:

| Select | Requisition | Description |
|-----------------------|-------------|--|
| <input type="radio"/> | 267910 | iPad Mini Cover OtterBox Defender F/Ipad Mini-Blk - Mfg: |

| | Status | Order |
|------|----------------------------|-------|
| 2:09 | In Process | |

Note the Requisition on the left, and its Status on the right in the search results.

Note: You cannot copy a requisition that has already been approved.

Step 6

Select Object:

| Select | Requisition | Description |
|----------------------------------|-------------|--------------------------------|
| <input checked="" type="radio"/> | 267910 | iPad Mini Cover OtterBox Defen |

Select the **Radio** button to the left of the Requisition in the search results.

Click the **Copy to Cart** button.

Step 7

Shop Requisitions Receiving

Warning

Your shopping cart currently contains items.

Press Add to Cart to add the items from the selected rec
 Press New Cart to create a new cart with the items from

Note: If your shopping cart is not empty, you will see this message. You may either add the items to the existing cart, or create a new cart.

Step 8

| Amount (USD) | Delete |
|-----------------|--------|
| 1,100.00 | |
| 1,100.00 | |

Click the **Checkout** button.

Step 9

Requisition Description iPad Mini Cover OtterBox Defender

Urgent

* Need-By Date 27-Feb-2014 00:00:00
(example: 14-Feb-2014 19:45:00)

* Requester Stevens, Samuel Stough

* Deliver-To Location 739

Change the information in Requisition Description field to something meaningful to you.

Enter the desired information in the Need-By Date & Deliver-To Location fields.

Step 10

Review And Submit

Step 1 of 3

Click the **Next** button.

Step 11

Approvals

Pope Hooper, Katherine

Step 2 of 3

Note the **Approvers** of the Requisition.

Click the **Next** button.

Step 12

Checkout: Review and Submit Requisition

Requisition 270416: Total 1,100.00 USD

Created By **Stevens, Samuel Stoughton IV**
Creation Date **14-Feb-2014 12:46:11**
Description **iPad Mini Cover OtterBox Defender F/23834 - Quote #6657963**
Justification

| Price | Amount (USD) | Attachments |
|--------------|-----------------|-------------|
| USD | 1,100.00 | |
| Total | 1,100.00 | |

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Step 3 of 3

[Submit](#)

Verify the details of your requisition, and click the Submit button.

Step 13

[Shop](#) [Requisitions](#) [Receiving](#)

 Confirmation

Requisition 270416 has been submitted to [Pope Hooper, Katherine](#) for app

To check on this requisition's status, click on the **Requisitions** tab or look in

Note the Confirmation and the Requisition Number.