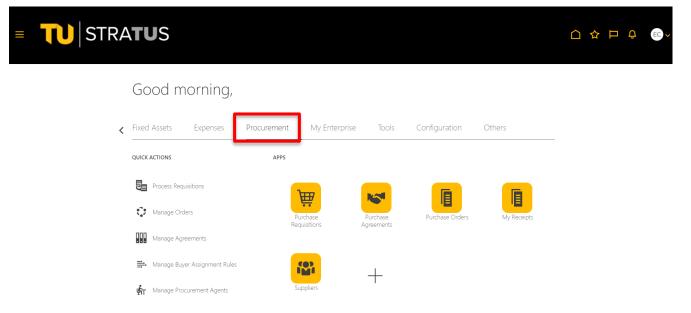
Purchasing – Duplicating a Requisition

For employees duplicating a purchase requisition.

Purpose:	Duplicate an existing purchase requisition.
How to Access:	Log into the Stratus application. Select the Procurement task in the Navigator.
Helpful Hints:	Be sure to keep in mind thatSupporting documents and other necessary information can be attached.
Procedure:	Complete the following steps to duplicate a purchase requisition:

1. Select **Procurement Module** using the hamburger menu or the sliding task bar in the center of the screen.



2. Click on the **Purchase Requisitions** Icon.



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3. On the Purchase Requisitions page, use **Recent Requisitions** or **Manage Requisitions** to locate the requisition you wish to duplicate. Click on the requisition.

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4. When the requisition opens, use the Actions button in the upper right corner to select **Duplicate**.

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5. A duplicate requisition with a new number will be created. In this example, the system has created REQ0000120 as a duplicate of REQ0000118.

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6. Edit the requisition as necessary to meet your current needs. You can change the description or distribution, add attachments and comments as necessary. Click **Submit** to send the requisition into the approval workflow.

Purchasing – Duplicating a Requisition

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7. You will be notified your requisition has been submitted and returned to the Requisition Home screen.

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NOTE: If there are no funds available for the requisition you submit, a box will indicate that, and you will have the option to request an override.