

## Copy Requisitions

Step	Click/Navigation Path	Details/Info
Create requisition	Purchasing → Requisitions (Req) → Add/Update Req	"Add New Value" Tab
Enter Req info	Click "Add" button	
- Header		
1. Requestor Name	Your PeopleSoft (PS) ID	
2. Copy From	Click "Copy From" Link	Use the magnifying glass function to search This takes you to a search Screen
--Search for Req	Click the Q Next to "Requisition ID"	
	Input the Req Number you would like to copy from	Make sure you add all of the zeroes...
	Click "Lookup"	
	Click the Requisition you would like to copy	This takes you back to the search screen
--Copy Req	Click "Search" Button	
	Check the req on the bottom	
	Click OK	

This feature will copy everything from the original Requisition. All comments, lines, and distribution fields will copy. Make sure you check the information before you approve the Requisition and reassign to the reviewer.