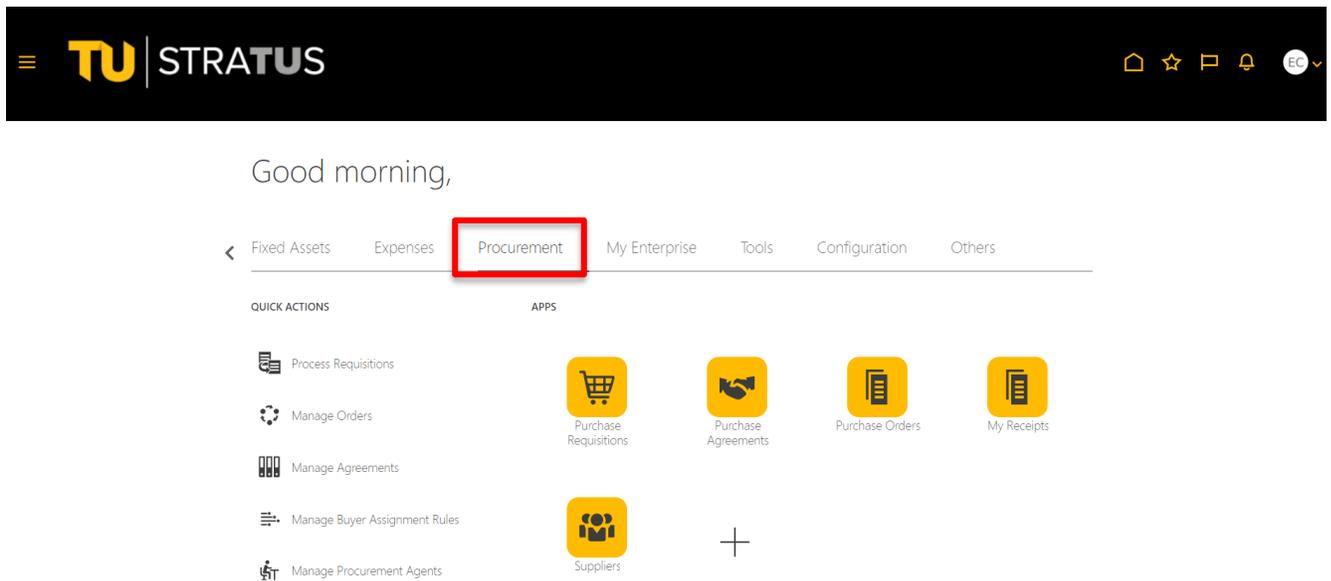


Purchasing – Duplicating a Requisition

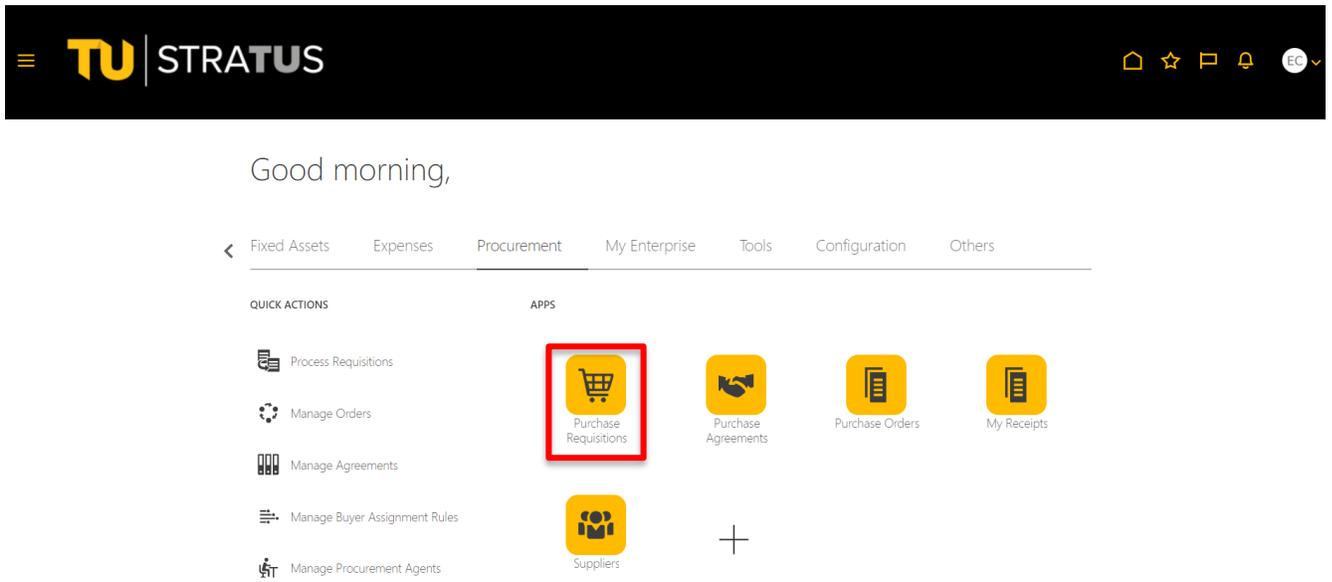
For employees duplicating a purchase requisition.

- 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 that...
- Supporting documents and other necessary information can be attached.
- Procedure:** Complete the following steps to duplicate a purchase requisition:

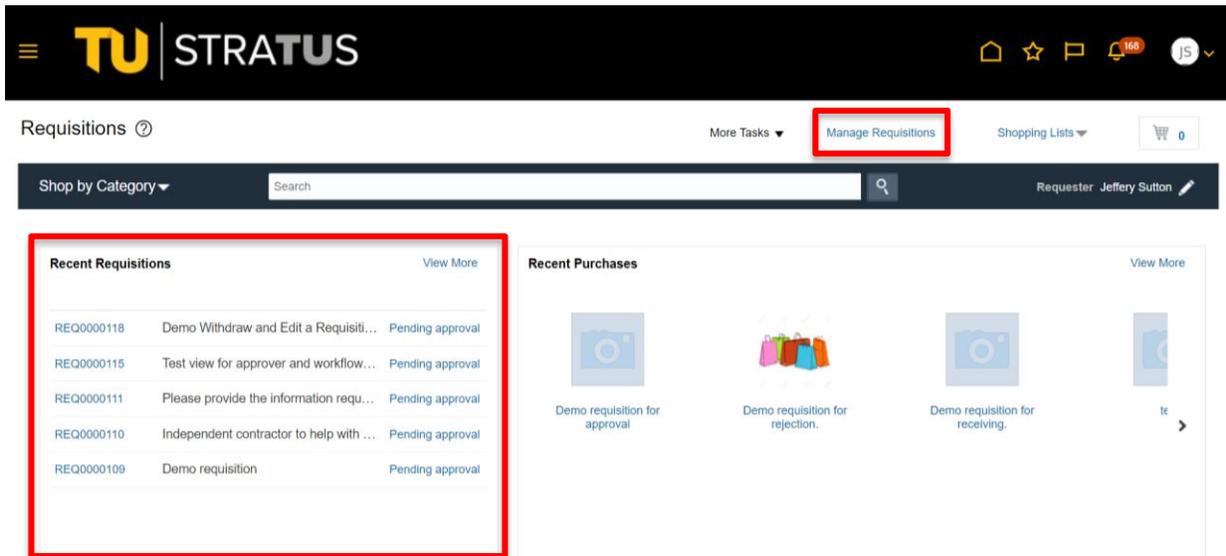
1. Select **Procurement Module** using the hamburger menu or the sliding task bar in the center of the screen.



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



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



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

Purchasing – Duplicating a Requisition

Requisition: REQ0000118

Check Funds View Life Cycle Actions Done

Duplicate

Cancel Requisition

Withdraw and Edit

Reassign

View Document History

View PDF

Requisitioning BU: Towson University
 Entered By: Jeffery Sutton
 Description: Demo Withdraw and Edit a Requisition.

Creation Date: 4/18/22
 Status: Pending approval
 Justification: Demo Withdraw and Edit a Requisition

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1		Demo Withdraw...	Services Other Non Auxili...				75.00	Pending approval	Reserved		

Line 1: Details

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

Edit Requisition: REQ0000120

Shop Check Funds Manage Approvals View PDF Save Submit

Requisitioning BU: Towson University
 Description: Demo Withdraw and Edit a Requisition.
 Justification: Demo Withdraw and Edit a Requisition
 Requisition Amount: 80.00 USD
 Approval Amount: 80.00 USD
 Funds Status: Not reserved

Requisition Lines

Line	Description	Category Name	Quantity	UOM Name	Price	Amount	Amount (USD)	Funds Status	Delete
1	Demo Withdraw and Edit a Requisition.	Services Other Non A...				80.00	80.00	Not reserved	X
Total							80.00		

Line 1: Details

- 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

The screenshot shows the 'Edit Requisition' page for requisition REQ0000120. The requisitioning BU is Towson University. The description is 'Demo Duplicate a Requisition.' The justification is 'Demo Duplicate a Requisition.' The requisition amount is 80.00 USD, and the approval amount is also 80.00 USD. The funds status is 'Not reserved'. There is an attachment named 'Demonstration Quote.docx'. A red box highlights the 'Submit' button in the top right corner. Below the requisition details is a table for 'Requisition Lines' with one line item: 'Demo Withdraw and Edit a Requisition.' with a quantity of 1, a price of 80.00, and an amount of 80.00. The total amount is 80.00.

Line	Description	Category Name	Quantity	UOM Name	Price	Amount	Amount (USD)	Funds Status	Delete
1	Demo Withdraw and Edit a Requisition.	Services Other Non A...				80.00	80.00	Not reserved	X
Total							80.00		

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

The screenshot shows the 'Requisitions' home screen. A confirmation dialog box is displayed in the center, stating 'Confirmation' and 'Requisition REQ0000120 was submitted.' with 'View PDF' and 'OK' buttons. The background shows a list of recent requisitions, including REQ0000120 (Pending approval), REQ0000118 (Approved), and others. The user is identified as Jeffrey Sutton.

Requisition ID	Description	Status
REQ0000120	Demo Duplicate a Requisition.	Pending approval
REQ0000118	Demo Withdraw and Edit a Requisition...	Approved
REQ0000115	Test view for approver and workflow...	Pending approval
REQ0000111	Please provide the information requ...	Pending approval
REQ0000110	Independent contractor to help with ...	Pending approval

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.