# Copying an Existing Requisition

Copying an Existing Requisition 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 **Edit the Shopping Cart** page, before **Checkout**. 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.

Navigation

Select **Core-CT Financials**
Click **eProcurement** Tile
Click **Manage Requisitions** Tile
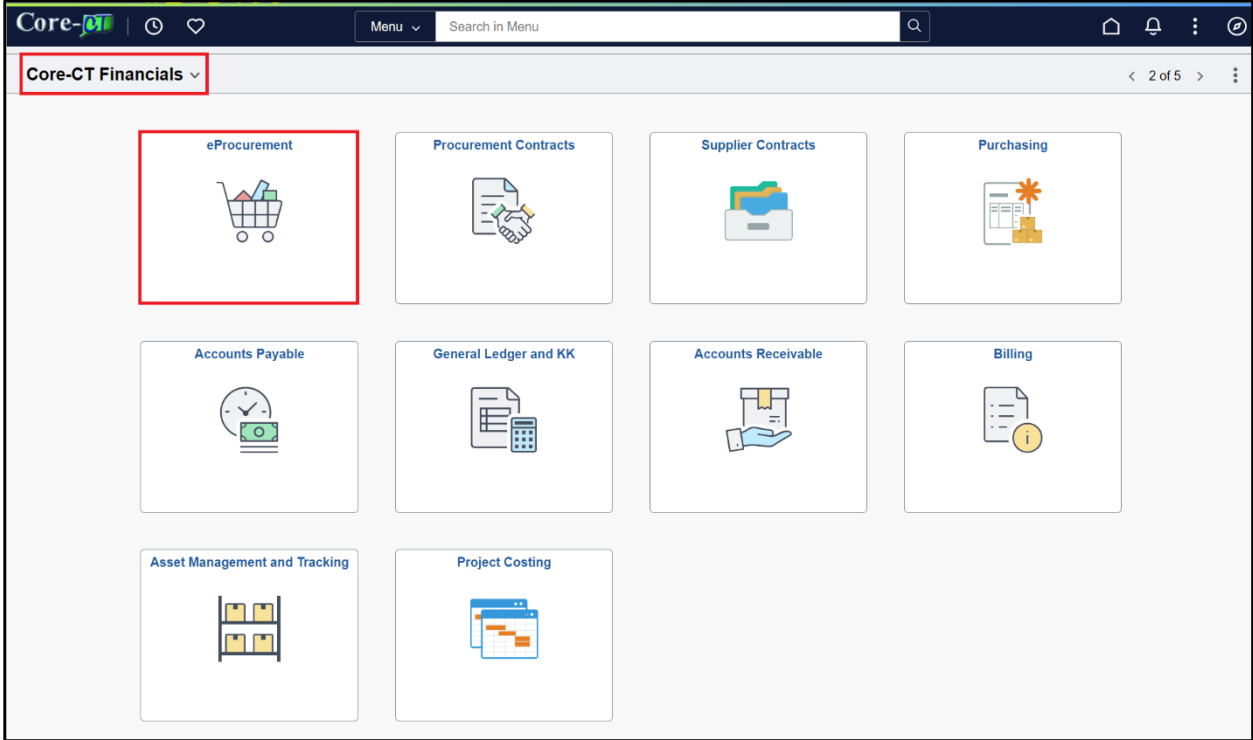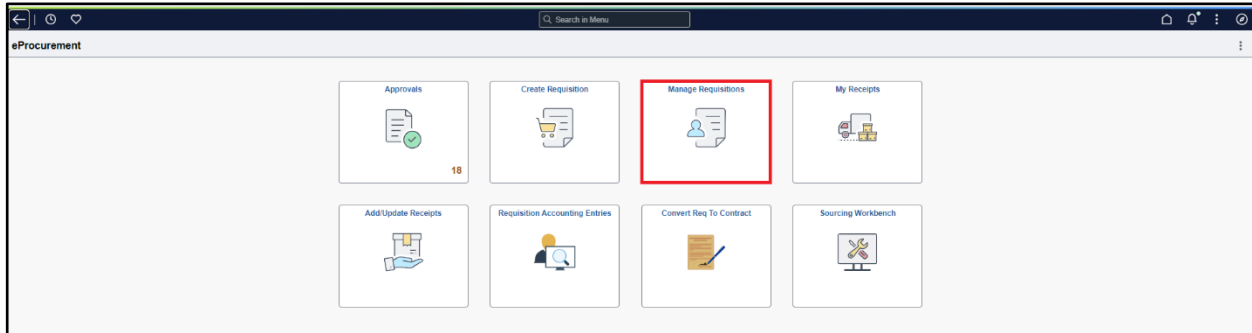
This will bring you to the **Manage Requisitions** page. Here the user will see all the requisitions they have submitted.

Procedure

➢ Click ⌄ to the left of the requisition you wish to **Copy** to bring up the **Actions** list.
➢ Select **Copy.**

➢ The **Create Requisition Edit Shopping Cart** page displays.

➢ The **Requisition Name** field does not default.
➢ Enter New **Requisition Name** in the **Requisition Name** field.
➢ Click **Checkout**

> ➢ Click the **Schedule Details** button to view the **Schedule Details** page.

➢ Verify the default values copied for this line are appropriate for the new requisition.

➢ Click **Done** when revision is complete.

➤ Click [☐ Header Comments] to Add **Comments** and **Attachments** as they pertain to the requisition as a whole.

Core-CT

- ➢ Enter **Comments** in the **Comment Text** box.
  Or
- ➢ Click **Use Standard Comments** to select from existing comments.
- ➢ Click ⊞ to add an additional **Comment** line.
- ➢ Choose to Send **Comments** and **Attachments** to Supplier, Show on Receipt and/or Show at Voucher.
- ➢ Click **Add Attachment to** upload attachments to the requisition.
- ➢ Click **Done** when you have completed adding **Comments** and **Attachments.**

Cancel	Requisition Header Comments and Attachments	Done

Comments ⊞ ⊟

Use Standard Comments

Comment Text [ ]

Send to Supplier [ ] No
Show at Receipt [ ] No
Show at Voucher [ ] No

Add Attachment

Comments ⊞ ⊟

Use Standard Comments

Comment Text [ ]

Send to Supplier [ ] No
Show at Receipt [ ] No
Show at Voucher [ ] No

Add Attachment

➢ Search through the list of existing **Standard Comments** and select the desired one, by Clicking ☐ No and changing it to Yes ☐.

➢ Click Done when complete.

➤ Click [No] to change to [Yes] for your desired action.

Send to Supplier	No		Send to Supplier	Yes
Show at Receipt	No		Show at Receipt	Yes
Show at Voucher	No		Show at Voucher	Yes

➤ Click **Add Attachment**
➤ Click **My Device**

File Attachment   ✕
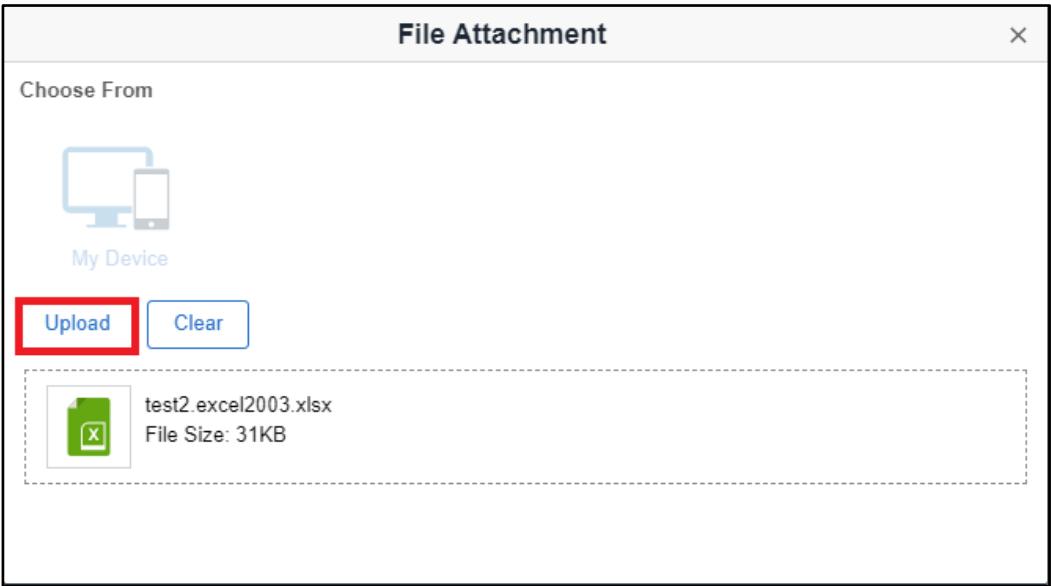
Choose From

My Device

➢ Select the Document you wish to Upload and Click **Open**.
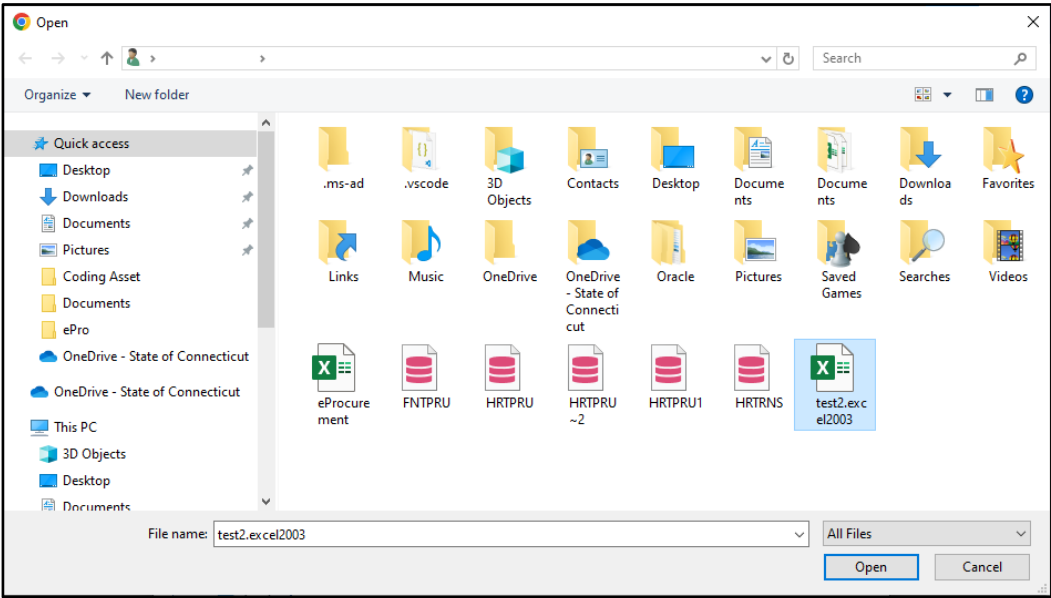
➢ Click **Upload**
➢ Click Done

➢ Click [No] to change to [Yes] to send attachment to Supplier.
➢ Click [Done]

Cancel	**Requisition Header Comments and Attachments**	Done

Comments [+] [−]

[Use Standard Comments]

Comment Text
> Rec'd date of 1/01/20XX is 45 days outside of CORE.

Send to Supplier [No]
Show at Receipt [No]
Show at Voucher [No]

[Add Attachment]

Attachments 1 row

View ↑↓	Attachment ↑↓	Send to Supplier	↑↓	
1 View	test2.excel2003.xlsx	[No]		[−]

➢ Click **Save** to save changes and return to requisition later. Workflow will not start until the requisition is **submitted**.
Or
➢ Click **Submit** to submit the requisition.