
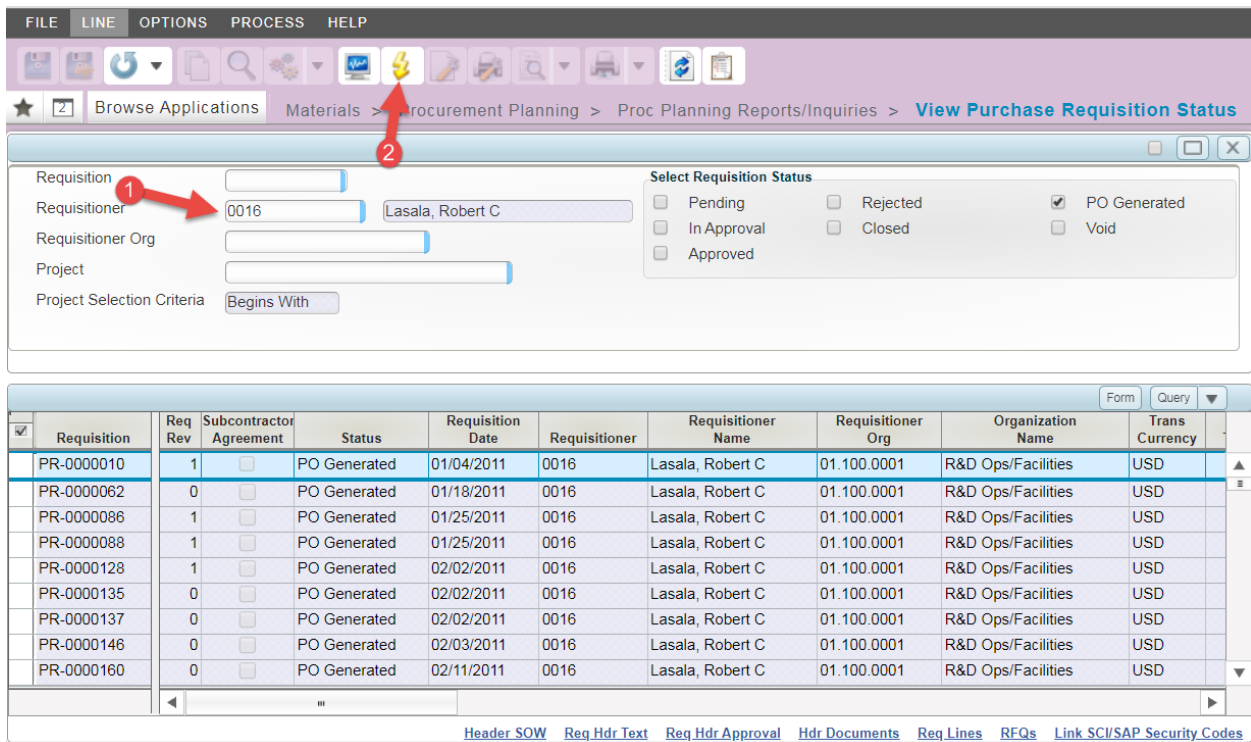


Clone a Purchase Requisition

Lookup your PR history:

- Materials
- Procurement Planning
- Proc Planning Reports/Inquiries
- View Purchase Requisition Status
 1. Requisitioner: Enter your employee ID
 2.  Choose button to bring up all previous Requisitions



Requisition	Req Rev	Subcontractor Agreement	Status	Requisition Date	Requisitioner	Requisitioner Name	Requisitioner Org	Organization Name	Trans Currency
PR-0000010	1	<input type="checkbox"/>	PO Generated	01/04/2011	0016	Lasala, Robert C	01.100.0001	R&D Ops/Facilities	USD
PR-0000062	0	<input type="checkbox"/>	PO Generated	01/18/2011	0016	Lasala, Robert C	01.100.0001	R&D Ops/Facilities	USD
PR-0000086	1	<input type="checkbox"/>	PO Generated	01/25/2011	0016	Lasala, Robert C	01.100.0001	R&D Ops/Facilities	USD
PR-0000088	1	<input type="checkbox"/>	PO Generated	01/25/2011	0016	Lasala, Robert C	01.100.0001	R&D Ops/Facilities	USD
PR-0000128	1	<input type="checkbox"/>	PO Generated	02/02/2011	0016	Lasala, Robert C	01.100.0001	R&D Ops/Facilities	USD
PR-0000135	0	<input type="checkbox"/>	PO Generated	02/02/2011	0016	Lasala, Robert C	01.100.0001	R&D Ops/Facilities	USD
PR-0000137	0	<input type="checkbox"/>	PO Generated	02/02/2011	0016	Lasala, Robert C	01.100.0001	R&D Ops/Facilities	USD
PR-0000146	0	<input type="checkbox"/>	PO Generated	02/03/2011	0016	Lasala, Robert C	01.100.0001	R&D Ops/Facilities	USD
PR-0000160	0	<input type="checkbox"/>	PO Generated	02/11/2011	0016	Lasala, Robert C	01.100.0001	R&D Ops/Facilities	USD

Clone PR:

- Materials
- Procurement Planning
- Purchase Requisitions
- Manage Purchase Requisitions
 1. Query: Requisition ID Contains PR Number you want to clone

FILE LINE OPTIONS PROCESS HELP

Materials > Procurement Planning > Purchase Requisitions > **Manage Purchase Requisitions**

1 of 1 New Table Query

Identification
Requisition ID [] Rev 0 Approval Process [] Status Pending Submit for Approval **1** Trans Currency USD

Header Accounting Defaults Other Information Notes Assign PO Defaults Security Requirements

Requisitioner
Requisitioner* [] [] Requisition Date* 02/20/2020
Organization [] Phone [] Extension [] Target Place Date []
Date Entered 02/20/2020
 Subcontractor Agreement Combine with Other Requisitions Requisition Printed
Buyer [] [] Buyer Assignment Date []
Procurement Type []

Sales Tax/VAT Total 0.00 Req Total 0.00

Header SOW Hdr Text Hdr Approvals Totals Exchange Rates Hdr Documents Link SCI/SAP Security Codes

Requisition Lines New Copy Delete Form Query

Req Line*	Status	Line Type	Item	Misc Type	Description	Req D
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Line SOW Resources Serial/Lot Accounts Line Charges Line Text Line Approvals Currency Line Line Documents Proi Sub Parts Link SCI/SAP Security Codes

Manage Purchase Requisitions / Apply PO Info to Requisitions

Find Query Sort Saved Queries

Search Criteria

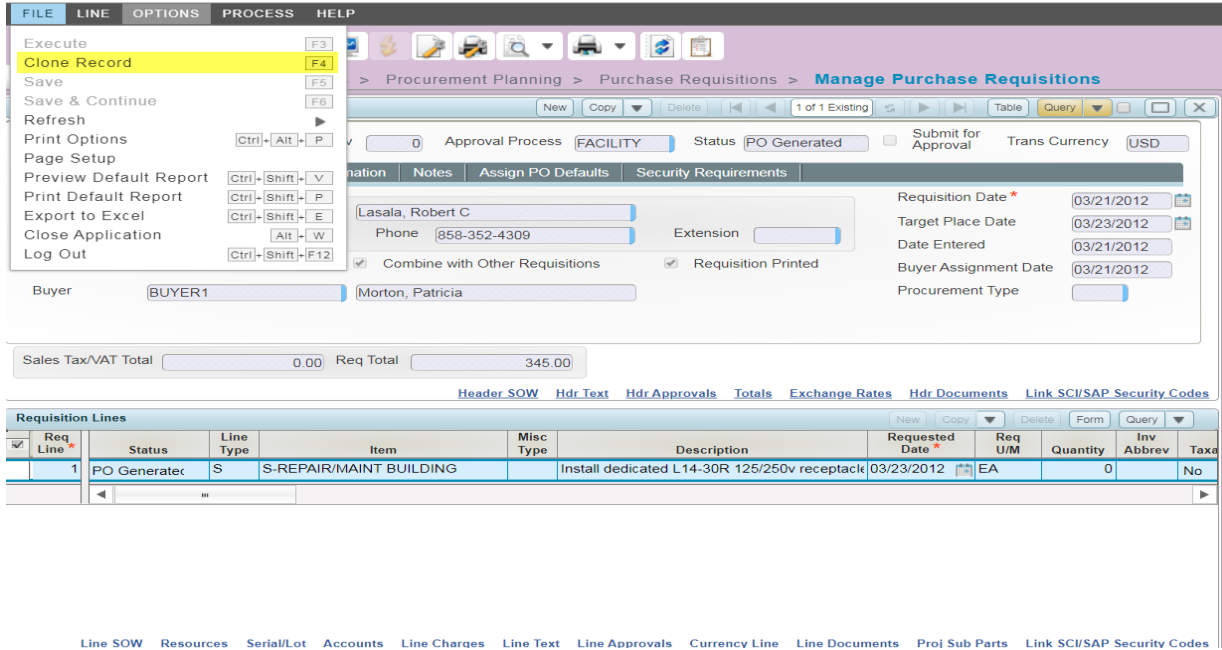
Requisition ID contains []

Requisitioner begins with []

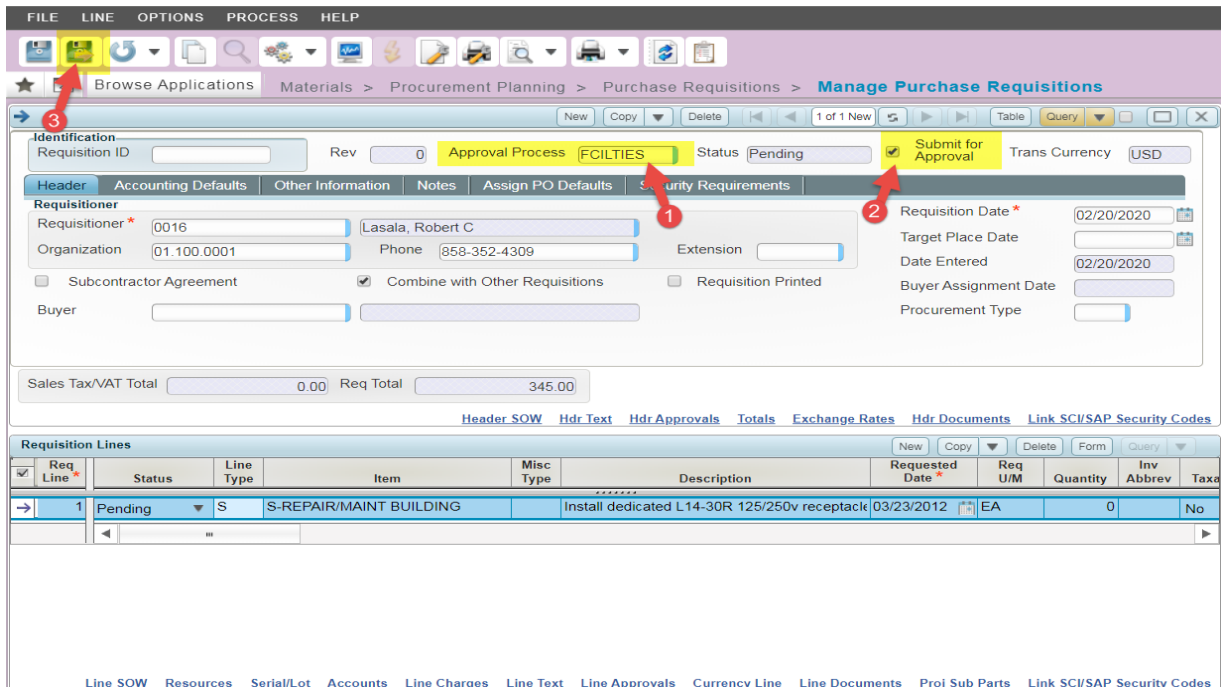
Count Save Query Reset

Find Close

- Choose FILE in the upper left had corner
 1. Choose "Clone Record"



- A copy of your chosen PR will create a new PR
- At this point you will need to move forward as you would for any PR to the Approval Process and Submit for Approval as highlighted below:



- Your PR number will appear at the bottom of the screen in the pop-up Message(s):
-

FILE LINE OPTIONS PROCESS HELP

Browse Applications Materials > Procurement Planning > Purchase Requisitions > **Manage Purchase Requisitions**

Identification
 Requisition ID: PR-0011296 Rev: 0 Approval Process: FCILTIES Status: In-Approval Submit for Approval Trans Currency: USD

Header Accounting Defaults Other Information Notes Assign PO Defaults Security Requirements

Requisitioner
 Requisitioner*: 0016 Lasala, Robert C Requisition Date*: 02/20/2020
 Organization: 01.100.0001 Phone: 858-352-4309 Extension: Target Place Date: 02/20/2020
 Subcontractor Agreement Combine with Other Requisitions Requisition Printed Date Entered: 02/20/2020
 Buyer: BUYER5 Deever, Drew Buyer Assignment Date: 02/20/2020
 Procurement Type:

Sales Tax/VAT Total: 0.00 Req Total: 345.00

[Header SOW](#) [Hdr Text](#) [Hdr Approvals](#) [Totals](#) [Exchange Rates](#) [Hdr Documents](#) [Link SCI/SAP Security Codes](#)

Requisition Lines New Copy Delete Form Query

Req Line *	Status	Line Type	Item	Misc Type	Description	Requested Date *	Req U/M	Quantity	Inv Abbrev	Tax
1	In-Approval	S	S-REPAIR/MAINT BUILDING		Install dedicated L14-30R 125/250v receptacle	03/23/2012	EA	0		No

Message(s)

Message(s)

PR-0011296 is the ID assigned to the Requisition just entered.
 Record modifications successfully completed.

Close

[Line SOW](#) [Resources](#) [Serial/Lot](#) [Accounts](#) [Line Charges](#) [Line Text](#) [Line Approvals](#) [Currency Line](#) [Line Documents](#) [Proj Sub Parts](#) [Link SCI/SAP Security Codes](#)
[Delivery Schedule](#)