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

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Requisition PR-0000010 PR-0000062	Req Rev 1	Subcontracto Agreement	Status PO Generated PO Generated	Requisition Date 01/04/2011 01/18/2011	Requisitioner 0016 0016	Requisitioner Name Lasala, Robert C Lasala, Robert C	Requisitioner Org 01.100.0001 01.100.0001	Organization Name R&D Ops/Facilities R&D Ops/Facilities	Form Query Trans Currency USD USD	▼)	
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Clone PR:

- Materials
- Procurement Planning
- Purchase Requisitions
- Manage Purchase Requisitions
 - 1. Query: Requisition ID

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PR Number you want to clone

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

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- 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 highligted below:

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

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