



Purchasing Activities

Copying a Requisition

Overview:

Understanding the Copying Requisition Process

Once you have created a Requisition in eProcurement, you may want to reuse that same Requisition again for various reasons. To do this, you now have the option to copy a Requisition. Any Requisition can be copied, except those in "Approved" status. If you find that you need to copy a Requisition in "Approved" status, contact [Purchasing](#) to update your settings.

Procedure

Scenario:

In this topic, you will learn the steps to copy a Requisition.

Key Information:

Requisition Number

Requisition Name

The screenshot shows the Florida State University OMNI portal. At the top, there is a search bar for "SEARCH FLORIDA STATE" and navigation links for "Home", "Personalize Content", and "Sign out". The main content area is divided into several sections:

- Employee Central:** A sidebar menu with categories like "Financials" (Expense Reports, Travel Authorizations), "HR / Payroll" (Benefits Summary, Compensation History, etc.), and "Resources and Applications" (Job Aids, Budget Office, etc.).
- OMNI FINANCIALS 9.1:** A tile for "Financials 9.1" with a link to "Access OMNI Financials 9.1".
- OMNI HR 9.0:** A tile for "Human Resources 9.0" with a link to "Access OMNI Human Resources 9.0".
- OBI Reporting:** A tile for "Interactive Dashboards" with a link to "OMNI related reporting and dashboards".
- OMNI e-Market:** A tile for "OMNI e-Market" with a link to "OMNI online shopping".
- FSU Help Desk:** A tile for "FSU Help Desk" with a link to "FSU's Technology Services Help Desk. Research help topics or submit an online help request."
- FSU Budget Crisis Committee:** A prominent announcement with a red exclamation mark icon. The text states: "In continuing response to the on-going state fiscal problems, the President has expanded the Budget Crisis Committee to include a faculty representative from each college. **important!** Key in the overall reconstruction of the committee is the significantly expanded faculty participation; Now each college has at least one representative. The committee members shall listen, ask questions, provide advice, act as the point of contact for their respective colleges and keep their colleges informed. Materials developed for and used by the Committee will be placed in a Blackboard Organization and can be accessed at <http://campus.fsu.edu/budget>. In addition to such materials, the site also offers a way to provide suggestions and feedback to Committee members."
- FSU Releases Free App:** A notification with a red 'X' icon stating: "Check out FSU sports scores and schedules, videos, images, campus map, directory and places all in the palm of your hand. To download free FSU app go to Blackberry AppWorld. For iPhone, iTouch and iPad free app, go to iTunes." Below this is a link: "For more information on the FSUMobile Application, visit: <http://fs.fsu.edu/Web-Services/FSU-Mobile>"



Step	Action
1.	Click the Financials 9.1 link.
2.	Click the Main Menu button.
3.	Click the eProcurement menu.
4.	Click the Manage Requisitions link.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: FSU01 Requisition Name: Request Status: All but Complete Budget Status: Requester: SSEMINOLE Date From: 02/07/2011 Date To: 02/14/2011 PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
0000612168	0000612168	FSU01	02/14/2011	Pending	Not Chk'd	649.00 USD	<Select Action>	Go
0000612167	0000612167	FSU01	02/13/2011	PO(s) Dispatched	Not Chk'd	687.00 USD	<Select Action>	Go
0000612166	0000612166	FSU01	02/13/2011	Pending	Not Chk'd	386.84 USD	<Select Action>	Go
0000612165	0000612165	FSU01	02/13/2011	PO(s) Dispatched	Valid	237.40 USD	<Select Action>	Go
0000612164	0000612164	FSU01	02/13/2011	PO(s) Dispatched	Valid	649.00 USD	<Select Action>	Go
0000612163	0000612163	FSU01	02/13/2011	Pending	Not Chk'd	250.00 USD	<Select Action>	Go
0000612162	0000612162	FSU01	02/13/2011	Pending	Not Chk'd	178.00 USD	<Select Action>	Go

Step	Action
5.	Enter Requisition ID or Name in the search criteria. You may also search with only the given criteria to see all Requisitions created by you within the above specified date range.



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SEARCH FLORIDA STATE
Web Search GO

Welcome to FSU! SEMINOLE, SUSIE Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu > eProcurement > Manage Requisitions

New Window Help Customize Page http

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.



Business Unit: FSU01 Requisition Name: Request Status: All but Complete Budget Status: Date From: 02/07/2011 Date To: 02/14/2011 Requester: SSEMINOLE Entered By: PO ID:

Search Clear


Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
0000612167	0000612167	FSU01	02/13/2011	PO(s) Dispatched	Not Chk'd	687.00 USD	<Select Action>	Go
0000612166	0000612166	FSU01	02/13/2011	Pending	Not Chk'd	386.84 USD	<Select Action>	Go
0000612165	0000612165	FSU01	02/13/2011	PO(s) Dispatched	Valid	237.40 USD	<Select Action>	Go
0000612164	0000612164	FSU01	02/13/2011	PO(s) Dispatched	Valid	649.00 USD	<Select Action>	Go
0000612163	0000612163	FSU01	02/13/2011	Pending	Not Chk'd	250.00 USD	<Select Action> Copy Requisition	Go
0000612162	0000612162	FSU01	02/13/2011	Pending	Not Chk'd	178.00 USD	Edit Requisition Receive Order	Go
0000612161	0000612161	FSU01	02/13/2011	Pending	Not Chk'd	1,590.00 USD	View Approvals View Printable Version	Go

Step	Action
6.	Find the desired Requisition and click the associated Copy Requisition list item from the Select Action drop-down menu. 
7.	Click the Go button. 





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Create Requisition

1. Define Requisition
2. Add Items and Services
3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Florida State University

Requester: SEMINOLE, SUSIE **Currency:**

Requisition Name: **Priority:**



Requisition Lines					
Line	Description	Vendor Name	Quantity	UOM	Price
1	Sch 80 T6061 T6 Al pipe, 0.500	SHAW STAINLESS AND ALLOY PIPING	3.0000	Feet	177.50000
2	Sch 40 T6061 T6 pipe	SHAW STAINLESS AND ALLOY PIPING	2.0000	Feet	39.75000
3	Shipping	SHAW STAINLESS AND ALLOY PIPING	1.0000	Each	37.00000
Total Amount:					649.00

Comments

Send to Vendor Show at Receipt Shown at Voucher Approval Justification

Requisition Summary

Description	Qty	UOM
Sch 80 T6061 T6 Al pipe, 0...	3	FT
Sch 40 T6061 T6 pipe	2	FT
Shipping	1	EA
Total Lines:		3
Total Amount (USD):		649.00

Step	Action
8.	Review data within the Requisition to verify all information still applies to the new copy. To see more information, click the Expand Section button. 
9.	Enter/update the Due Date to reflect the new Requisition's appropriate due date.
10.	Verify the Quantity, Price, Ship To Location, Budget Information, and Attention fields are correct.
11.	To save the Requisition for later, click the Save & Preview Approvals button.
12.	Once all data has been updated as needed, click the Save & Submit button to push the Requisition to approval workflow. 
13.	Your new requisition will have a different requisition number. The new Requisition has now been submitted for approval.



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Confirmation

Requested For:	SEMINOLE, SUSIE	Number of Lines:	3
Requisition Name:	0000612168	Total Amount:	649.00 USD
Requisition ID:	0000612168		
Business Unit:	FSU01		
Status:	Pending		
Priority:	Medium		
Budget Status:	Not Checked		

Requisition Approval Workflow

Line 1: Pending
Sch 80 T6061 T6 Al pipe, 0.500 in wall

Req Approval Workflow Path

Pending

[Multiple Approvers](#)
Project Approvers

Line 2: Pending
Sch 40 T6061 T6 pipe

Req Approval Workflow Path

Pending

[Multiple Approvers](#)
Project Approvers

Step	Action
14.	Click the Home link. <div style="border: 1px solid black; background-color: #f0f0f0; padding: 2px; display: inline-block; margin: 5px;">Home</div>
15.	<p>Congratulations! You have completed this topic.</p> <p>End of Procedure.</p>