

Business Process	Navigation
1. To add a requisition by copying an existing requisition.	1. Main Menu > Finance Navigation > eProcurement > Manage Requisitions

Use the following navigation to copy a requisition.

1. From the Main Menu page, select **Finance Navigation > eProcurement > Manage Requisitions**
2. Enter a **Business Unit** – 62500 (should default from your user preferences).

Search Requisitions

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

Business Unit: 62500 Requisition Name: Request Status: All but Complete

Date From: 04/01/2013 Date To: 06/12/2013

Requester: 500518 Entered By: PO ID:

Search Clear

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

3. Enter any additional search criteria such as **Requisition ID, Requisition Name, Requisition Status, Date From, Date To, Requestor, or Entered By** in order to limit your search results. After entering all the appropriate search criteria, click **Search**.

Req ID	Requisition Name	BU	Date	Status	Total	
0000000995	Quick Reference Guide Req	62500	06/12/2013	Pending	64.75 USD	<Select Action> Go
0000000992	110 Textbooks	62500	06/07/2013	Pending	184.00 USD	<Select Action> Go
0000000951	110 Textbooks	62500	06/06/2013	Pending	95.00 USD	Copy Requisition Go
0000000903	0000000903	62500	06/01/2013	Pending	1,140.35 USD	<Select Action> Go
0000000900	0000000900	62500	05/30/2013	PO(s) Dispatched	26.70 USD	<Select Action> Go
0000000899	0000000899	62500	05/30/2013	PO(s) Dispatched	46.50 USD	<Select Action> Go
0000000898	0000000898	62500	05/30/2013	PO(s) Dispatched	314.40 USD	<Select Action> Go
0000000897	Multiline Workflow	62500	05/30/2013	Pending	10,230.00 USD	<Select Action> Go
0000000896	0000000896	62500	05/30/2013	Pending	2,000.00 USD	<Select Action> Go
0000000895	Workflow Routing	62500	05/30/2013	Pending	2,000.00 USD	<Select Action> Go
0000000776	110	62500	05/24/2013	Pending	1,429.28 USD	<Select Action> Go
0000000713	7102070	62500	05/23/2013	Pending	11,312.91 USD	<Select Action> Go

4. The requisitions that meet your search criteria display. Select the **Copy Requisition** option from the <Select Action> dropdown list for the requisition you want to copy.
5. Click **Go**.

[Favorites](#) | [Main Menu](#)

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: Saint Paul Public Schools *Currency:
 *Requester: Jim Engen Priority:

Requisition Name:


Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Applications Software for Micr		35.0000	Each	1.00000	35.00
2	Chips: Accelerator, Graphics		30.0000	Each	1.00000	30.00
3	Chips: Accelerator, Graphics		10.0000	Each	1.00000	10.00

Select All / Deselect All Total Amount: 75.00 USD

Comments ?

Send to Vendor
 Show at Receipt
 Shown at Voucher
 Approval Justification
 [More Comments](#)

 [Find more items](#)

6. The requisition information is copied to a new requisition. Enter the **Requisition Name**.
7. If the requisition has multiple lines you can delete a line you do not want to include on the new requisition by selecting the checkbox for the line and then clicking the **Delete** button.
8. Click the  Expand Section icon to display the requisition line's **Shipping Line** (schedule) and the **Accounting Lines** (distribution).

[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: Saint Paul Public Schools *Currency:
 *Requester: Jim Engen Priority:

Requisition Name:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Applications Software for Micr		<input type="text" value="35.0000"/>	Each	1.00000	35.00
2	Chips: Accelerator, Graphics		<input type="text" value="30.0000"/>	Each	1.00000	30.00
3	Chips: Accelerator, Graphics		<input type="text" value="20.0000"/>	Each	1.00000	20.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: Due Date: Quantity: Price:

Status: Active *Ship To: [Add Shipto Comments](#)

Attention To:

*Distribute By: SpeedChart:

Fund	Dept	Program	Product	Account	Class	Funding Src	PC Bus Unit	Project
<input type="text" value="01"/>	<input type="text" value="005"/>	<input type="text" value="110"/>	<input type="text" value="000"/>	<input type="text" value="6401"/>	<input type="text" value="0000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount: 85.00 USD

[Add to Favorites](#) [Add to Template\(s\)](#) [Modify Line / Shipping / Accounting](#) [Delete](#)

- Adjust the **Due Date** to reflect the date the goods need to be received. You should check with the vendor first to make sure you know how long it will take to receive the item once it is ordered.
- Adjust the **Quantity** if applicable. Updating the quantity on the requisition line will automatically update the quantity on the requisition Shipping Line and Accounting Line.
- Click on the **ChartFields2** tab in the Accounting Lines section to enter the ChartField distributions. Review the ChartField values that were copied from the original requisition and make any necessary updates.

Fund	Dept	Program	Product	Account	Class	Funding Src	PC Bus Unit	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="6460"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- If there is more than one requisition line you will need to repeat steps 8 – 11 for all the requisition lines.

Favorites | Main Menu

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Business Unit: Saint Paul Public Schools *Currency:
 *Requester: Jim Engen Priority:

Requisition Name:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Applications Software for Micr		35.0000	Each	1.00000	35.00
2	Chips: Accelerator, Graphics		30.0000	Each	1.00000	30.00
3	Chips: Accelerator, Graphics		10.0000	Each	1.00000	10.00
Total Amount:						75.00 USD

Select All / Deselect All

Comments ?

Send to Vendor Show at Receipt Shown at Voucher Approval Justification [More Comments](#)

[Find more items](#)

- Click **Save & Submit** when the requisition is completed. The requisition is routed for approval using workflow. If you want to save the requisition without submitting it into the workflow approval process then click **Save & Preview Approvals**.
- The Confirmation page displays. The **Requisition ID** is assigned and the requisition is routed to the first approver. The **Budget Status** is 'Not Checked'. The requisition will be budget checked and the pre-encumbrance will be generated after the requisition has an **Approved** status.