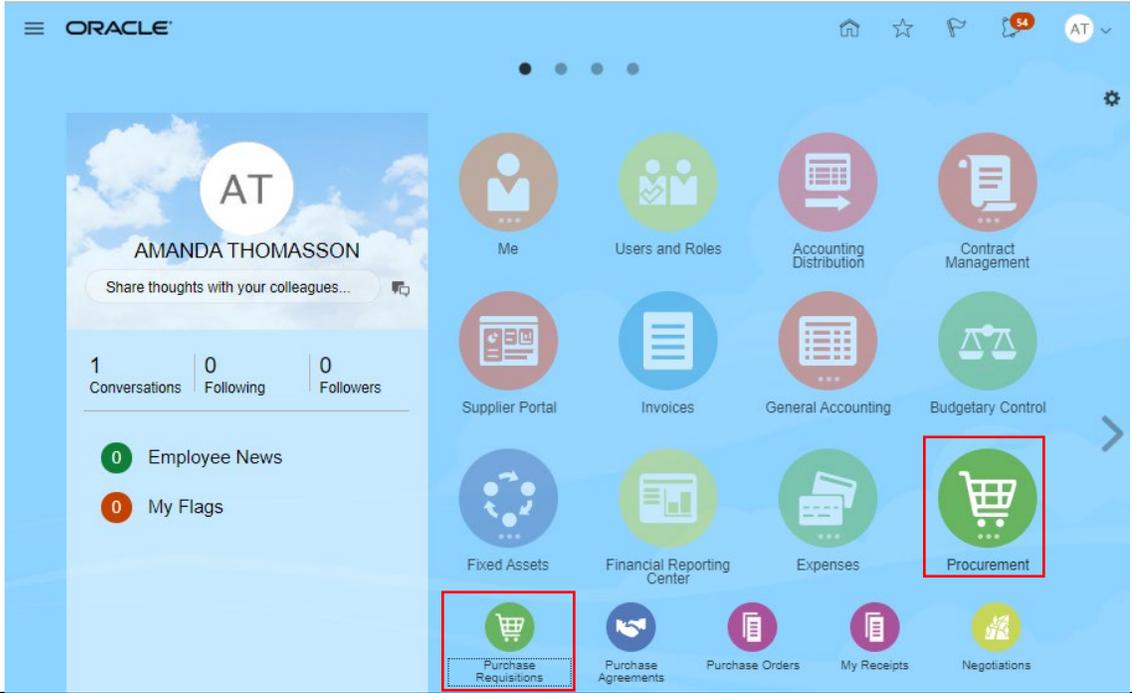


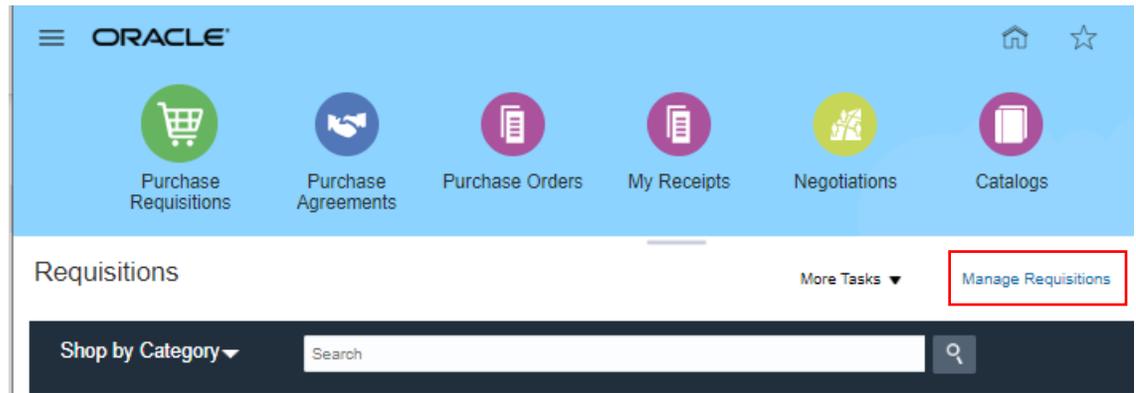
Duplicate Requisition

Audience: Requester

Purpose: Existing requisitions that are not in an incomplete status may be copied/duplicated into a new requisition starting from the Manage Requisitions page. This allows all previous line detail to be carried into the new requisition, reducing the amount of time to create requisitions for items that are ordered repeatedly. The new requisition details can be then edited accordingly before submission.

NOTE: Punchout requisitions cannot be duplicated.

Step	Action
1	<p data-bbox="289 808 971 840">Create requisition copied from another requisition.</p> <p data-bbox="289 846 1328 915">Log into Oracle. Home Page -> Procurement >Purchase Requisitions -> Manage Requisitions</p>  <p>The screenshot shows the Oracle Home Page for user AMANDA THOMASSON. The 'Procurement' link (shopping cart icon) is highlighted with a red box. Below it, the 'Purchase Requisitions' link (shopping cart icon) is also highlighted with a red box. Other visible links include Me, Users and Roles, Accounting Distribution, Contract Management, Supplier Portal, Invoices, General Accounting, Budgetary Control, Fixed Assets, Financial Reporting Center, Expenses, Purchase Agreements, Purchase Orders, My Receipts, and Negotiations.</p>
2	<p data-bbox="289 1619 1133 1646">Within the Requisitions page, click the Manage Requisitions link.</p>



By default, all your requisitions display in a list. You can search by multiple criteria: BU, Requisition number, Description, Date created, status, requester, supplier, order, or item that should be included on the requisition you search for. To search, you would enter or select the search criteria from available fields, and click the **Search** button.

Manage Requisitions Done

Search Advanced Manage Watchlist Saved Search Requisitions I Entered

Requisitioning BU

** Entered By THOMASSON, AMANDA

** Requisition

Description

Created

Status All

Requester

** Supplier

Order

** Item

Requisitions Requiring Attention

Search Reset Save...

Search Results

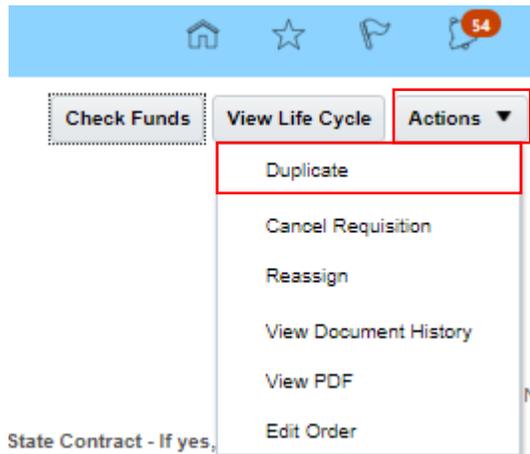
Actions View Format Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
1164	TK1015316T Tarp Tarp Material Cotton Canvas Cut Size 10 x ...	10-29-2019	306.84 USD	Pending approval	Not reserved	
1159	MONITOR	10-22-2019	24.83 USD	Approved	Liquidated	190078
1121	Pest Control Services -Monthly -Office Complex 701 Adams S...	10-21-2019	49.00 USD	Approved	Liquidated	190026
1104	TEST NON CATALOG FURNITURE	10-21-2019	300.00 USD	Approved	Liquidated	190042
1094	MONITOR	10-21-2019	500.00 USD	Approved	Liquidated	190039
1093	BIC Soft Feel Retractable Ballpoint Pens, Medium Point, Asso...	10-21-2019	139.90 USD	Approved	Liquidated	190038
1089	Pest Control Services -Monthly -Office Complex 701 Adams S...	10-21-2019	49.00 USD	Approved	Liquidated	190037
1041	Pest Control Services -Monthly -Vehicle Maintenance 644 Sta...	10-18-2019	228.00 USD	Pending approval	Not reserved	
1040	Pest Control Services -Monthly -Vehicle Maintenance 644 Sta...	10-18-2019	38.00 USD	Pending approval	Not reserved	

Rows Selected 1 Columns Hidden 5

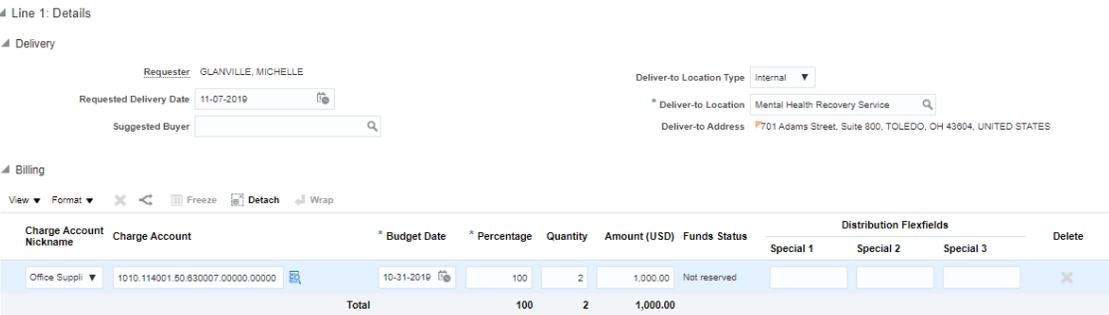
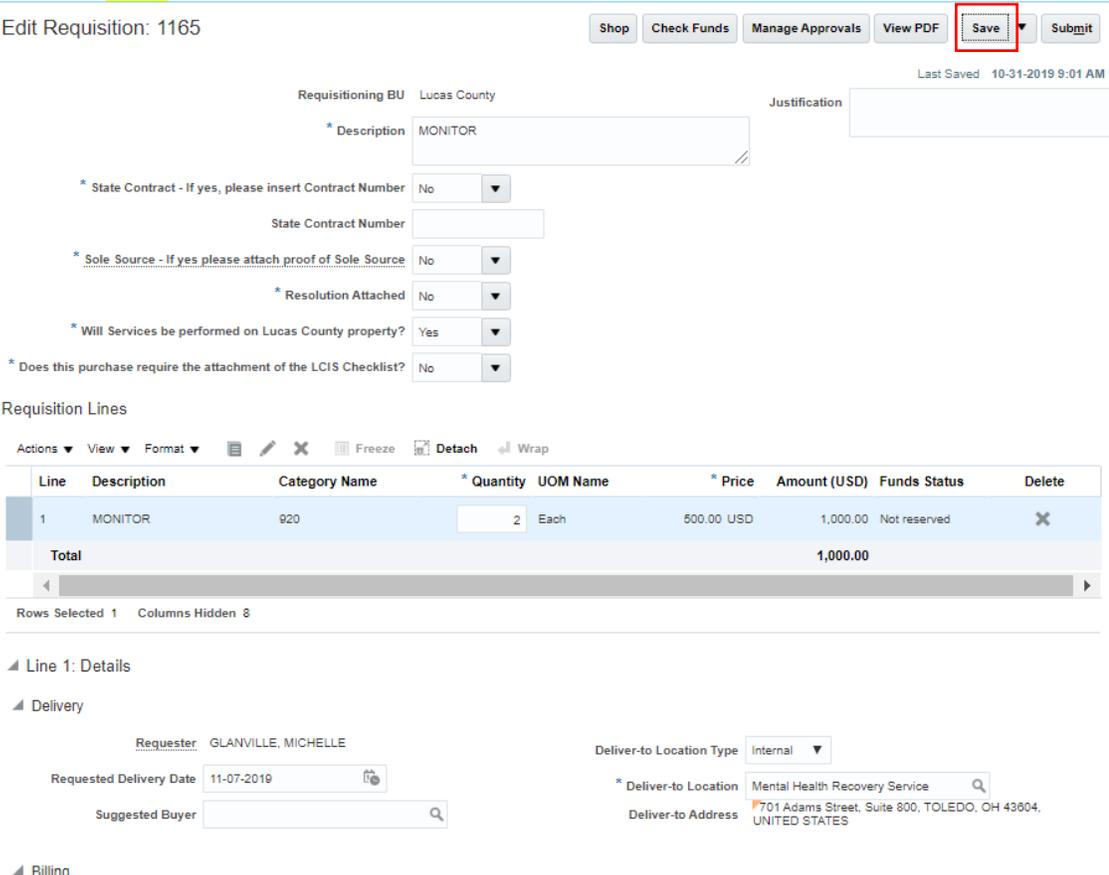
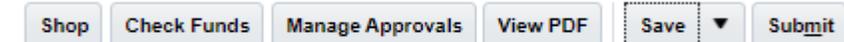
Alternatively, you can select from the displayed requisitions by clicking the requisition line in the list. Click the links/line of the **Requisition** number and **Description** you wish to copy.

3 The Requisition displays. Click the **Actions** menu.



Note: If the items in the requisition were used for items from a punchout site such as Grainger or Staples, these lines cannot be duplicated, but could possibly be easily replicated using a shopping list or favorites in the punchout site.

4	Click Duplicate from the menu.
5	Select Create New Requisition .
6	The Create Requisition page displays that includes the line items and information from the previous requisition, including the Description. If desired, you can create a new description for your requisition, highlight the Description field and press the [Delete] button on your keyboard, and enter a new description.
8	Select Y/N option for *State Contract - If yes, please insert Contract Number .
9	Enter if 'Y' is selected in step 10 enter a number in the State Contract Number field.
10	Select Y/N *Sole Source ("If yes please attach proof of Sole Source") .
11	Select Y/N *Resolution Attached .
12	Select Y/N *Will Services be performed on Lucas County property?
13	Select Y/N *Does this purchase require the attachment of the LCIS Checklist? (If yes, lease attach the checklist in the attachments section of the requisition.).
14	Review the Requester field and make changes if needed.
15	Click in the *Quantity field(s), and enter the desired quantity of the item(s) if different than the quantities brought into this requisition from the duplicated one.

16	Click in the *Amount field(s), and enter the dollar amount for the item(s) if different than the amount brought into this requisition from the duplicated one.																																												
17	<p>In the Line Details, validate and edit Delivery (date and location), Billing, Notes and attachments, and Source information only if different from what was copied.</p>  <p>Line 1: Details</p> <p>Delivery</p> <p>Requester: GLANVILLE, MICHELLE Requested Delivery Date: 11-07-2019 Suggested Buyer: [Search] Deliver-to Location Type: Internal Deliver-to Location: Mental Health Recovery Service Deliver-to Address: 701 Adams Street, Suite 800, TOLEDO, OH 43604, UNITED STATES</p> <p>Billing</p> <table border="1"> <thead> <tr> <th>Charge Account Nickname</th> <th>Charge Account</th> <th>* Budget Date</th> <th>* Percentage</th> <th>Quantity</th> <th>Amount (USD)</th> <th>Funds Status</th> <th colspan="3">Distribution Flexfields</th> <th>Delete</th> </tr> <tr> <th colspan="2"></th> <th colspan="3"></th> <th>Special 1</th> <th>Special 2</th> <th>Special 3</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>Office Suppl</td> <td>1010.114001.50.830007.00000.00000</td> <td>10-31-2019</td> <td>100</td> <td>2</td> <td>1,000.00</td> <td>Not reserved</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td colspan="4">Total</td> <td>100</td> <td>2</td> <td>1,000.00</td> <td colspan="4"></td> </tr> </tbody> </table>	Charge Account Nickname	Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Distribution Flexfields			Delete						Special 1	Special 2	Special 3				Office Suppl	1010.114001.50.830007.00000.00000	10-31-2019	100	2	1,000.00	Not reserved				X	Total				100	2	1,000.00				
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Total				100	2	1,000.00																																							
18	<p>Click the Save button.</p>  <p>Edit Requisition: 1165</p> <p>Buttons: Shop, Check Funds, Manage Approvals, View PDF, Save, Submit</p> <p>Requisitioning BU: Lucas County Description: MONITOR Justification: [Text Area]</p> <p>* State Contract - If yes, please insert Contract Number: No State Contract Number: [Text Field]</p> <p>* Sole Source - If yes please attach proof of Sole Source: No * Resolution Attached: No * Will Services be performed on Lucas County property?: Yes * Does this purchase require the attachment of the LCIS Checklist?: No</p> <p>Requisition Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Category Name</th> <th>* Quantity</th> <th>UOM Name</th> <th>* Price</th> <th>Amount (USD)</th> <th>Funds Status</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MONITOR</td> <td>920</td> <td>2</td> <td>Each</td> <td>500.00 USD</td> <td>1,000.00</td> <td>Not reserved</td> <td>X</td> </tr> <tr> <td colspan="6">Total</td> <td>1,000.00</td> <td colspan="2"></td> </tr> </tbody> </table> <p>Line 1: Details</p> <p>Delivery</p> <p>Requester: GLANVILLE, MICHELLE Requested Delivery Date: 11-07-2019 Suggested Buyer: [Search] Deliver-to Location Type: Internal Deliver-to Location: Mental Health Recovery Service Deliver-to Address: 701 Adams Street, Suite 800, TOLEDO, OH 43604, UNITED STATES</p> <p>Billing</p>	Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Funds Status	Delete	1	MONITOR	920	2	Each	500.00 USD	1,000.00	Not reserved	X	Total						1,000.00																			
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18	<p>Click the Check Funds button.</p>  <p>Buttons: Shop, Check Funds, Manage Approvals, View PDF, Save, Submit</p>																																												
19	Click the OK button.																																												
20	Click the Manage Approvals button.																																												

21	When all is completed, click the Submit button.
22	Click the OK button to acknowledge submission of the requisition.