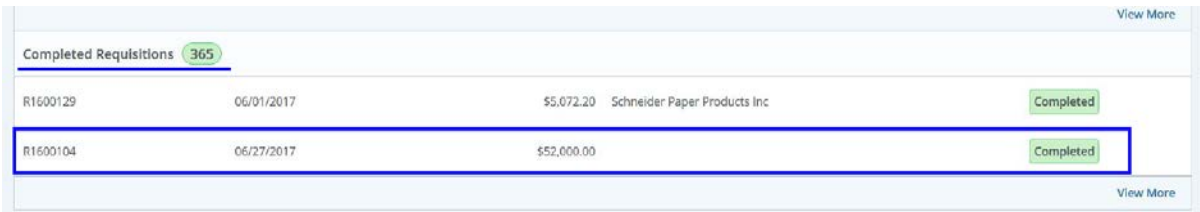


Step by Step on How to Copy a Requisition

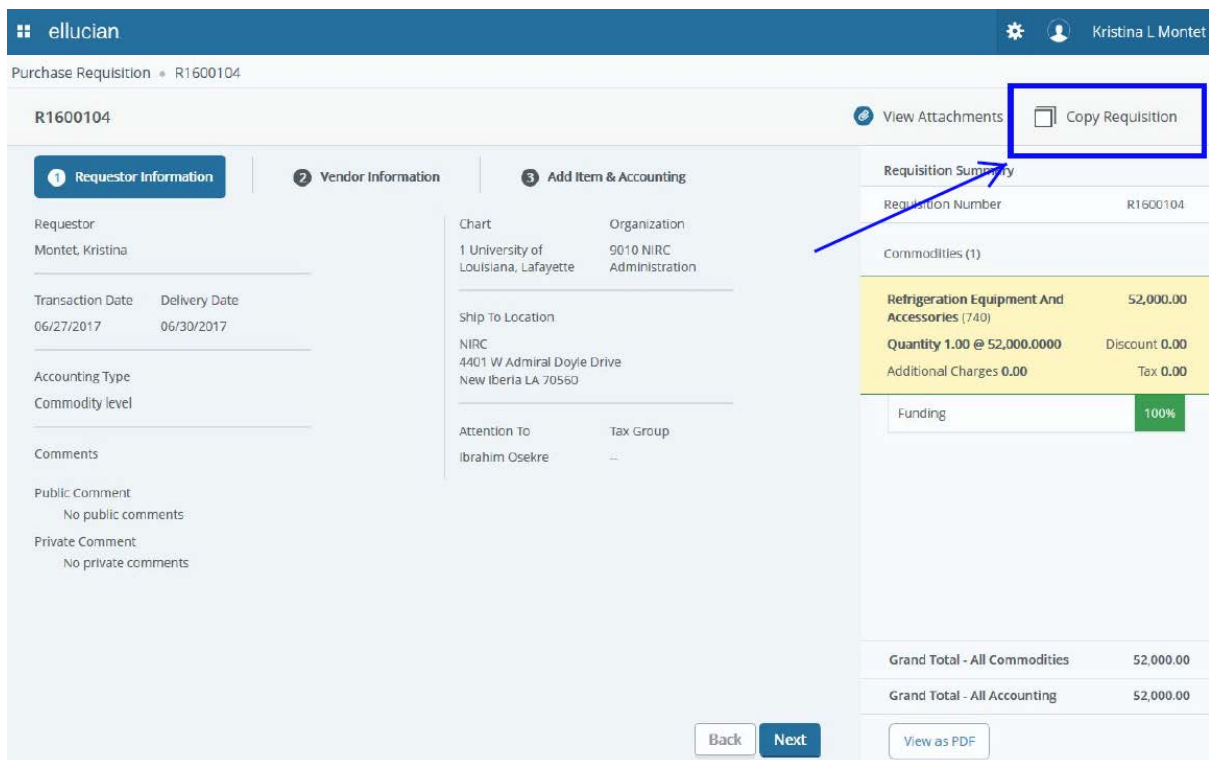
Step 1. Only requisitions that are in the completed section of the Purchase Requisition Landing Page can be copied.

Select the requisition you wish to copy.



Requisition Number	Transaction Date	Amount	Vendor	Status
R1600129	06/01/2017	\$5,072.20	Schneider Paper Products Inc	Completed
R1600104	06/27/2017	\$52,000.00		Completed

Step 2. Click “Copy Requisition” in the top right corner.



Purchase Requisition • R1600104

R1600104 View Attachments Copy Requisition

1 Requestor Information **2 Vendor Information** **3 Add Item & Accounting**

Requestor: Montet, Kristina

Transaction Date: 06/27/2017, Delivery Date: 06/30/2017

Accounting Type: Commodity level

Comments: No public comments, No private comments

Chart: 1 University of Louisiana, Lafayette; Organization: 9010 NIRC Administration

Ship To Location: NIRC, 4401 W Admiral Doyle Drive, New Iberia LA 70560

Attention To: Ibrahim Osekre; Tax Group: [dropdown]

Requisition Summary

Requisition Number: R1600104

Commodities (1)

Refrigeration Equipment And Accessories (740)	52,000.00
Quantity 1.00 @ 52,000.00000	Discount 0.00
Additional Charges 0.00	Tax 0.00

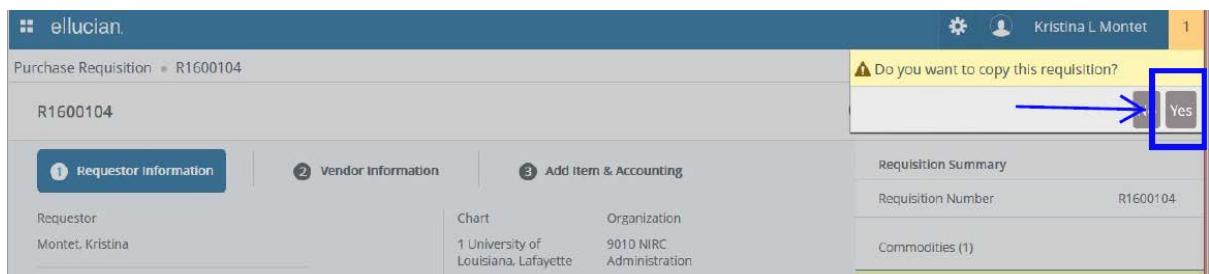
Funding: 100%

Grand Total - All Commodities: 52,000.00

Grand Total - All Accounting: 52,000.00

Buttons: Back, Next, View as PDF

Step 3. A dialog box will appear confirming the action. Click “Yes”.



Purchase Requisition • R1600104

R1600104

1 Requestor Information **2 Vendor Information** **3 Add Item & Accounting**

Requestor: Montet, Kristina

Chart: 1 University of Louisiana, Lafayette; Organization: 9010 NIRC Administration

Do you want to copy this requisition?

Buttons: Yes

Step by Step on How to Copy a Requisition

Step 4. This will open up a new requisition, with a new requisition number that will contain the items and funding information from the original requisition that was copied.

ellucian
Purchase Requisition + R1600237
R1600237
Attachments Delete Requisition

1 Requestor Information **2 Vendor Information** **3 Add Item & Accounting**

Requisition Number: R1600237
Requestor: Montel, Kristin
Transaction Date: 09/18/2017
Delivery Date: MM/DD/YYYY

Accounting Type: Commodity level
Requisition Comments
Public Comment: Enter comments for the requisition
Private Comment: Enter comments for the requisition

Chart: 1 University of Louisiana, Lafayette
Organization: 9019 NIRC Administration
Ship To Location: NIRC Ibrahim Osekire
Attention To: Ibrahim Osekire
Tax Group: Choose Tax Group
Ship To Location: Attention: Ibrahim Osekire, 4401 W Admiral Doyle Drive, New Iberia LA 70560

Requisition Summary Save as draft
Requisition Number: R1600237
Commodities (1)
Refrigeration Equipment And Accessories (740) 52,000.00
Quantity 1.00 @ 52,000.0000 Discount 0.00
Additional Charges 0.00 Tax 0.00
Funding: 100%

Grand Total - All Commodities: 52,000.00
Grand Total - All Accounting: 52,000.00

Step 5. Review the new requisition, update dates and any quantities as needed. Attach new documents and submit requisition.