

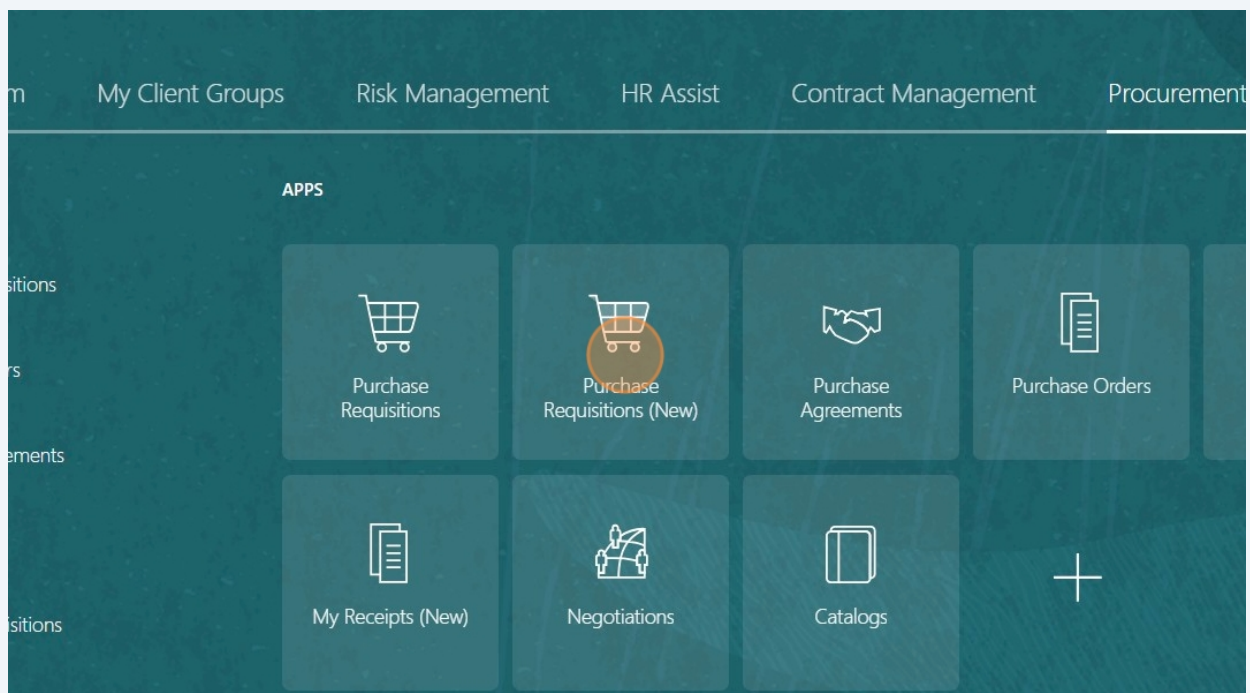
Duplicating a Requisition



Alert! When you duplicate a requisition, you cannot add a line item or change the item description. You can change the dollar amount and the account number.

1

Click this icon.



2 Click "My Requisitions"

The screenshot shows a procurement portal interface. On the left, a large area is covered by a grey patterned background, likely representing a requisition list. On the right, a sidebar contains the following elements:

- Creation Date: 12/6/2024
- Section: Purchasing news (with a dropdown arrow and an external link icon)
- Content: IT Questionnaire - Download this form for... NCJ Form - Download this form for sole so... Purchasing Agreements - Use the link to search for...
- Section: Featured categories

At the bottom, a dark navigation bar contains three items: "Self Service Procurement" with a building icon, "My Requisitions" with a document icon and a blue circle highlighting it, and "Cart" with a shopping cart icon and a badge showing "1".

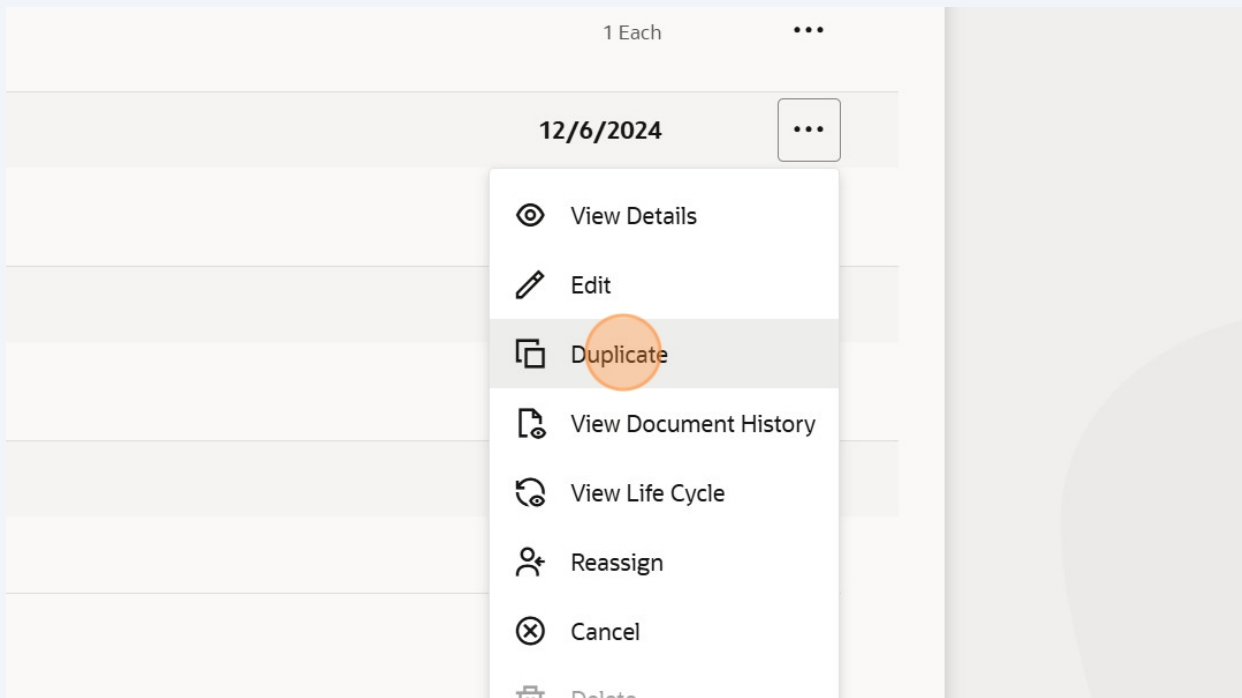
3 Click here.

The screenshot shows a list of requisitions. The list is partially obscured by a grey patterned background on the left. The visible rows include:

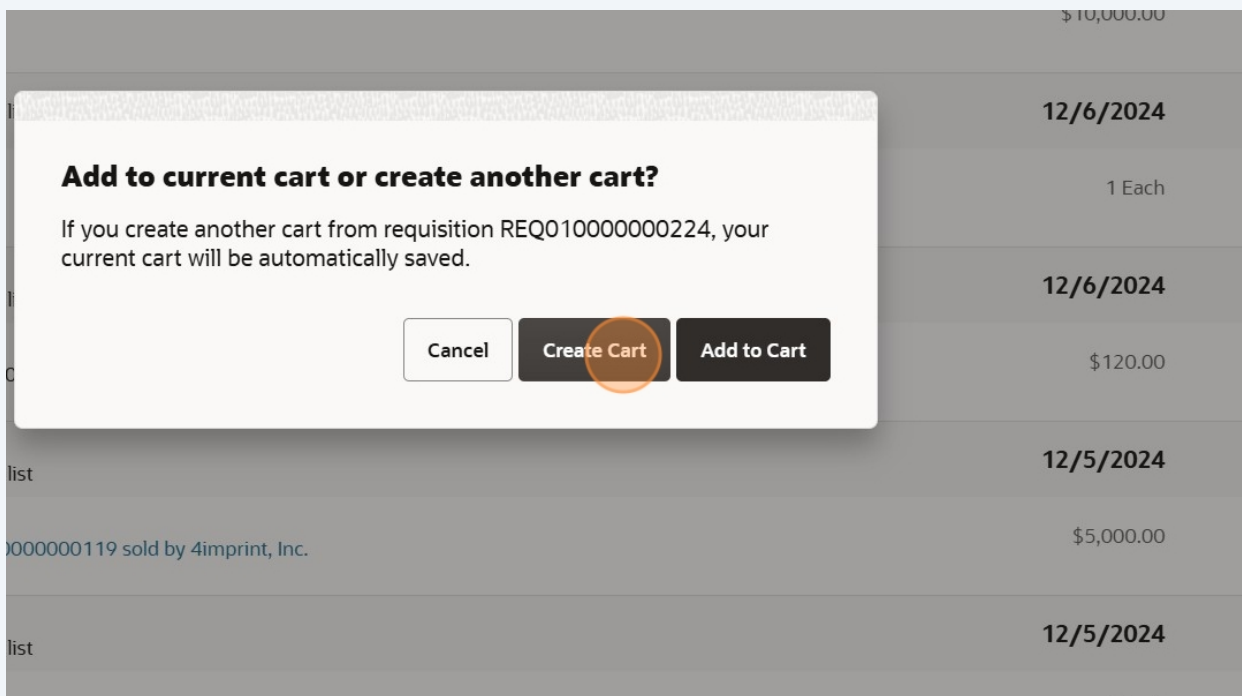
- 12/6/2024
- \$10,000.00 ...
- 12/6/2024 ...
- 1 Each ...
- 12/6/2024 ... (This row is highlighted with a blue circle around the ellipsis icon)
- \$120.00 ...
- 12/5/2024 ...
- \$5,000.00 ...
- 12/5/2024 ...

On the right side of the screenshot, there is a dark green header bar above a large, light grey rectangular area, which appears to be a placeholder or a sidebar element.

4 Click "Duplicate"

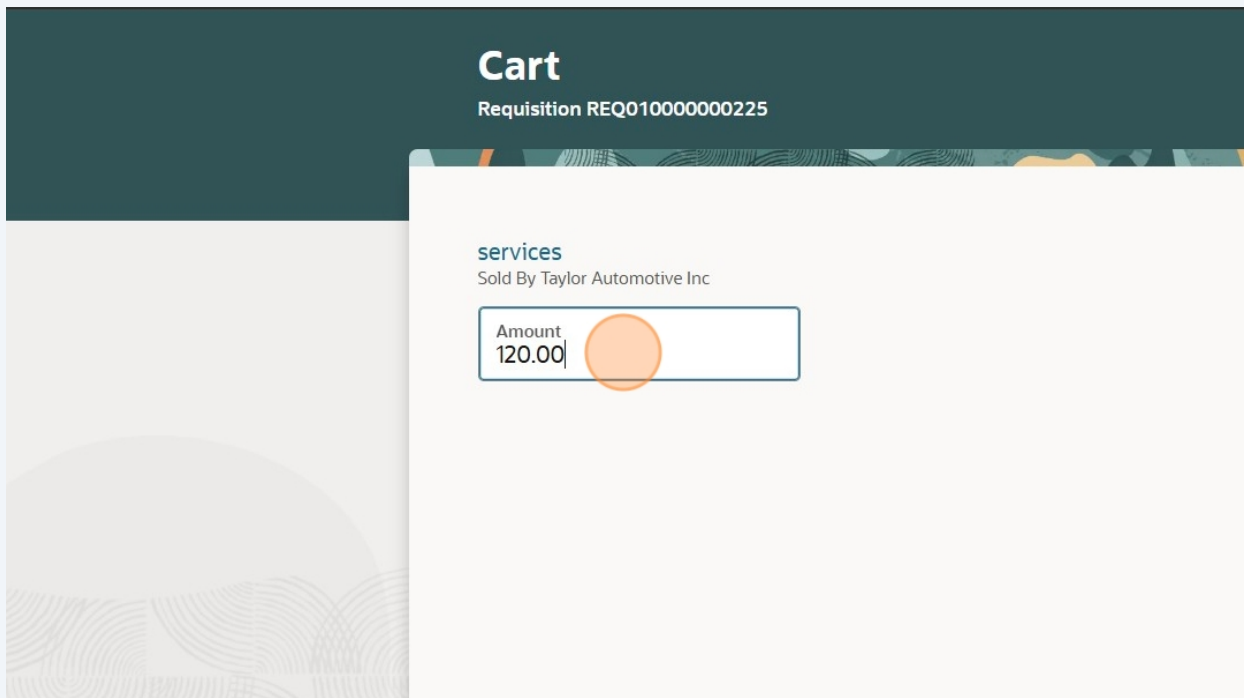


5 Click "Create Cart"



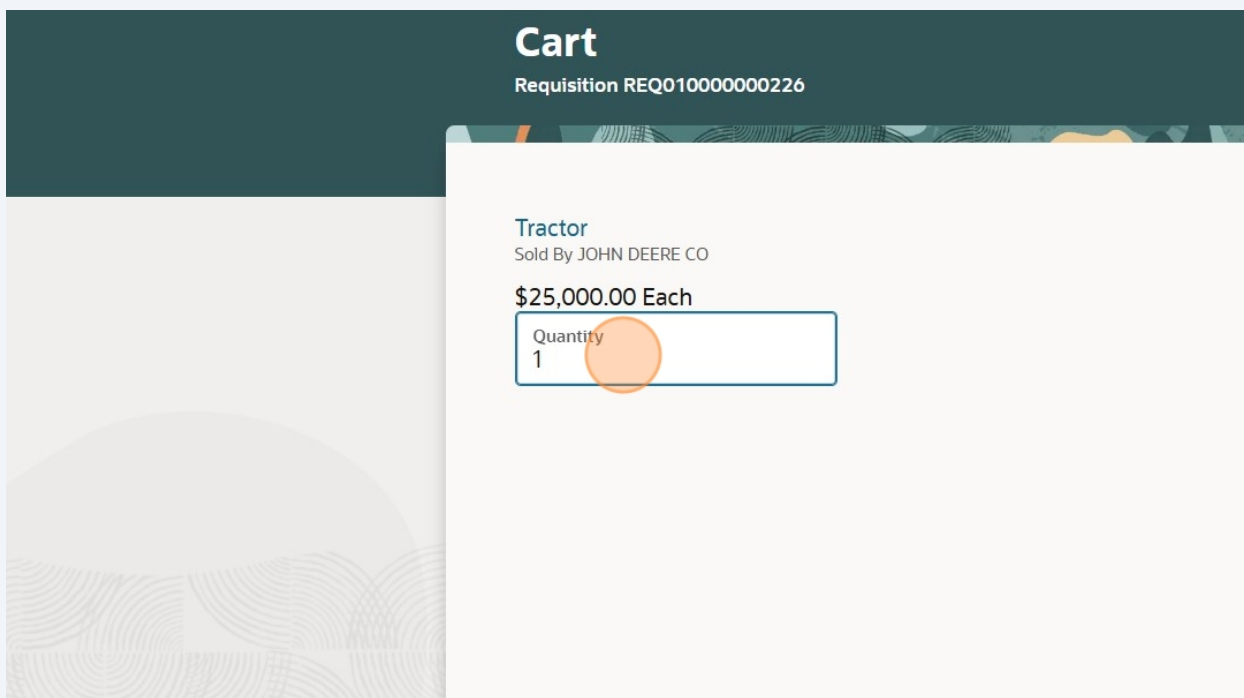
6

You can change the dollar amount in an amount-based requisition



7

You can only change the quantity in the quantity-based requisition. You cannot change the unit price.



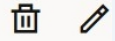
8

Tractor

Sold By JOHN DEERE CO

\$25,000.00 Each

Quantity
10



9

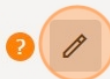
Click here.



Actions ▾

Submit

Requisition summary



| | |
|------------------------|-----------------|
| Subtotal | \$500.00 |
| Estimated Tax | \$0.00 |
| Approval Amount | \$500.00 |

Description
services

Requester
Abigail Shellist

10 You can change the charge account

Project Number ▼

Charge account

- Select favorite charge account Enter charge account number

Charge Account Nickname
Lab Equip

01-1100001-011415-539100-260-0000-00-0000

Budgetary control

Budget Date
12/6/2024

11 Click here.

Charge Account Nickname
Lab Equip ▼

Equipment
01-1100001-011415-539100-000-0000-00-0000

Lab Equip
01-1100001-011415-539100-260-0000-00-0000

Operating Supplies
01-1100001-011415-539100-260-0000-00-0000

Supplies2
01-1100001-011410-539100-000-0000-00-0000

supplies
01-1100001-011415-539001-000-0000-00-0000

Bill-to Location

Notes

12 You will see the requisition type defaults to what the original requisition used.

Budgetary control

Budget Date
12/6/2024

Additional information

Requisition Type
UT Contract

Bill-to Location

Notes

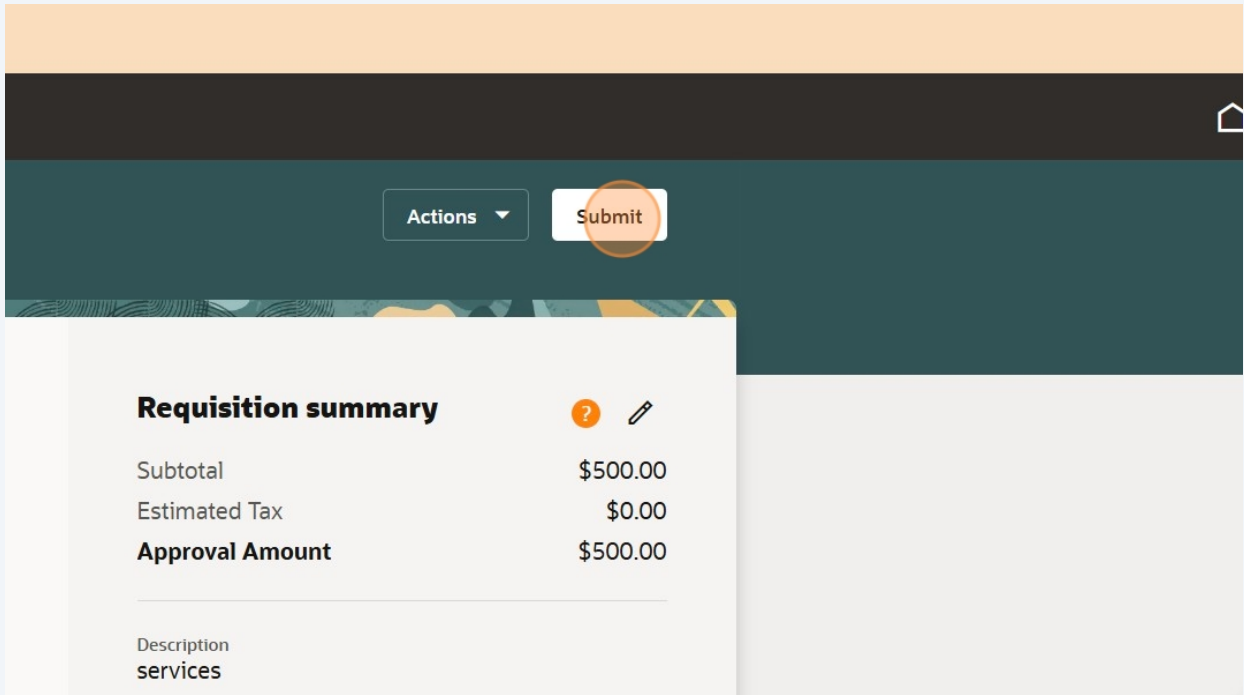
Note to Supplier

13 Click "Update"

Cancel Update

14

Click "Submit"



The screenshot shows a web interface for a requisition summary. At the top, there is a dark teal header with an 'Actions' dropdown menu and a 'Submit' button. The 'Submit' button is highlighted with an orange circle. Below the header is a 'Requisition summary' section with a table of financial details. To the right of the table are icons for help (a question mark) and edit (a pencil). Below the table, there is a section for 'Description services'.

| Requisition summary | |
|------------------------|-----------------|
| Subtotal | \$500.00 |
| Estimated Tax | \$0.00 |
| Approval Amount | \$500.00 |

Description services