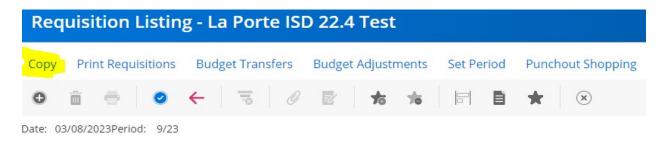
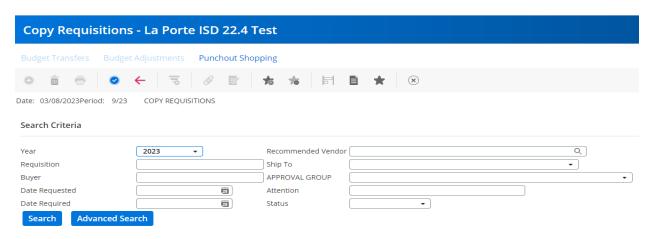
How to copy a Requisition from the previous year

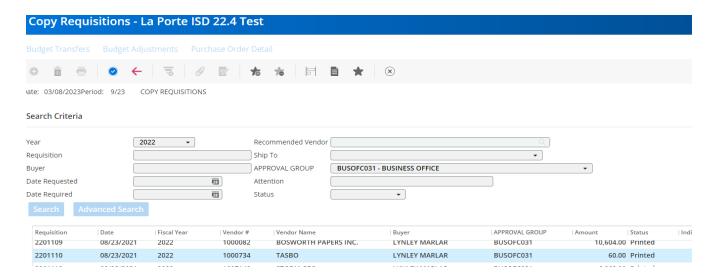
In the Requisition Listing page, click the Copy item.



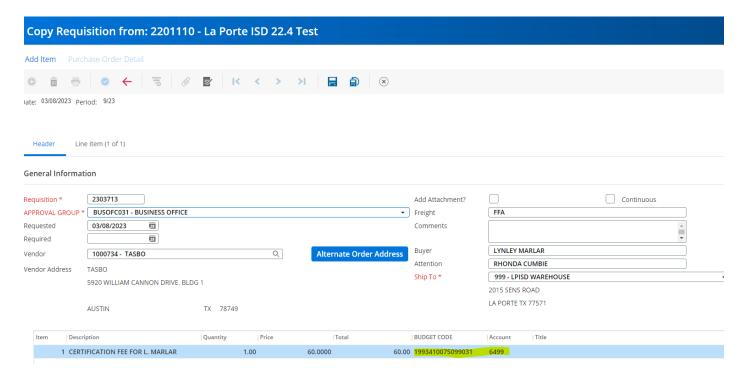
The page's title changes to Copy Requisitions.



In the **Search Criteria section**, enter criteria identifying one or more requisitions (vendor name), then click **Search** or the **Blue** check. In the **List section**, highlight the requisition you want to copy



Click the **BLUE** Check and a new page opens as a new req and has the current budget code for the correct year.



From here you can make any changes needed, add more items (check the continuous box) and attach quotes. Click the disk to save when you are done.