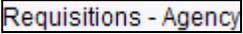
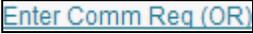


Copying an Existing Purchase Requisition Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Requisitions - Agency link. 
4.	Click the Enter Commodity Requisition link. 
5.	Click the Enter Comm Req (OR) link. 
6.	If known, enter the Order Number of the Requisition to be copied in the Order Number field or use the Query by Example (QBE) line to narrow the search.
7.	Click the Find button. 
8.	The radio button on the first row of the grid populates automatically. If there are multiple grid rows, select the row with the Requisition to be copied. 
9.	Click the Copy button. 
10.	Order Detail Do not enter information in the Order Number field. The system automatically assigns a number. Requested Date and Promised Delivery Date do not copy from the Original Purchase Requisition. Enter dates in Requested and Prom Del Date fields.
11.	Order Detail Revise data as desired. Open fields in the Header can be updated. Detail lines: o Revise fields as desired; i.e. Quantity Ordered o Remove rows from grid if they they are not to be copied to the new Purchase Requisition

Step	Action
12.	Record the system assigned Order Number from the Order Header. You will need this number to complete this procedure. Click the OK button. 
13.	To revise additional information on the new Requisition, proceed as follows: Click in the Order Number field. 
14.	Enter the new Requisition number into the Order Number field.
15.	Click the Find button. 
16.	Click the Row button. 
17.	Click the Header Revision menu. 
18.	<p>Order Header</p> <p>Modify information on the Order Header as required</p> <p><i>Note:</i> To update Send Invoice To field – Delete the information in the field. The Send Invoice To field will automatically populate with an address that is associated with the Ship To field. It can be overridden if you want the invoice to be sent to a different address.</p>
19.	If you need to update information specific to the document description, location and contact, click the Additional Properties tab. 
20.	Once Order Header information is revised, click the OK button. 
21.	Review Detail information in grid. Update desired information in Order Detail. Click the OK button. 
22.	Click the Close button. 
23.	<p>End of Procedure.</p>