

## Copying a Purchase Requisition

### Overview

You can take an existing Purchase Requisition and copy it to avoid entering the same information to create multiple procurement documents. In essence, the existing Purchase Requisition serves as a model. In addition, NIS allows you to add new detail lines to the Purchase Requisition.

You should not be able to create new Quotation Requests, Purchase Orders, or Contracts with the "copy" function.

This work instruction shows how to [Copy a Purchase Requisition](#).

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

### Navigation

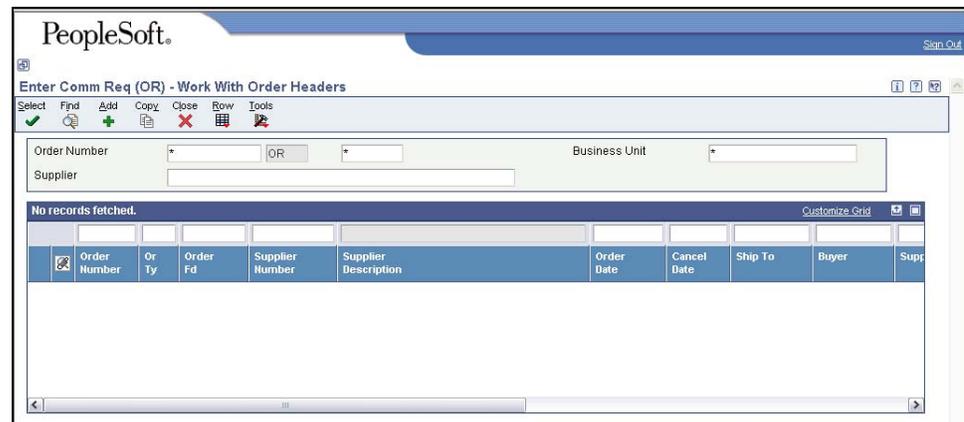
Click Roles, Procurement or Inventory.  
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Dependent upon the type of requisition you want to copy. The Work with Order Headers screen can be accessed through a "Revise {document}" or "Enter {document}..."

### Steps

#### Copy a Purchase Requisition

Start this instruction from the Work with Order Header window.



1. Enter the **order number** to copy into the Order Number field.
2. Click **Find**. The Work with Order Header window appears.

Order Number	Order Ty	Order Id	Supplier Number	Supplier Description	Order Date	Cancel Date	Ship To	Buyer	Supp
17132	OR	22710	999999	BEST SOURCE	03/02/2006		558552	1117504	

3. Choose the Order Number desired.
4. Click **Copy**. The Order Detail window appears

NIGP Number/ Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1
60089	600	89	1.0000	EA	500.0000	500.00	EA	Typewriter

-  DO NOT enter a number into the Order Number field – the system will assign a number to your newly created document.
5. Change the following fields if desired:
    - Ship To
    - Quantity Ordered – for each Inventory Number Modify the order as needed in the order header and the order detail fields.
-  The Send Invoice To field is not available for you to update when copying an existing procurement document (Requisition or Purchase Order). Therefore, you must enter back into the order and work with the Order Header window.
  -  To change additional Order Header information, you must exit the new document.
5. Record the Order Number from the header.
    -  You will need this number to complete this procedure.
  6. Click **OK**. The Work with Order Header window appears.

7. Enter the **new order number** into the Order Number field.
9. Click **Find**. The Work with Order Header window appears.

10. Click **Row, Header Revision**. The Order Header window appears.

11. Modify information on the Order Header as required
  - 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.
12. Click **OK**. The Order Detail window appears.

PeopleSoft. Sign Out

Enter Comm Req (OR) - Order Detail

OK Cancel Form Row Table

Order Detail Line Defaults

Order Number 17133 OR 22710 Business Unit 27227150

Supplier 999999 BEST SOURCE Order Revision 0

Ship To 558552 ROADS LINCOLN CENTRAL COMPLEX Order Date 03/02/2006

Hold Code BLANK - HOLD CODES 42/HC

Retainage %

Records 1 - 2 Customize Grid

WIP Number/ Inventory Number	3-Digit WIP	WIP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Piv. UoM	Description 1
60089	600	89	1.0000	EA	500.0000	500.00	EA	Typewriter

13. Review the window.

8. Click **OK** to return to the Work with Order Headers window.

9. Click **Close**.