Copy a requisition

iProc Requisitioner | Oracle Financials

This guide is intended for iProc Requisitioners who want to copy a requisition that they have already created in the iProcurement (iProc) part of the Oracle Financials system.

If you have submitted a requisition previously and wish to repeat the order again, you can copy that requisition rather than adding the items to your cart from scratch.

The system will take you through the checkout process again, so it is possible to amend the charge account, tax code etc. if required.

eMarketplace Requisitions

eMarketplace requisitions should not be copied as the price will not be updated in the copied requisition. Instead, create a template within eMarketplace which you can then use to create your requisitions quickly, knowing that the price will always be updated within eMarketplace.

Copying Non-Catalogue Requests

Always check the price is up-to-date when you copy a requisition. On a copied non-catalogue request, the price can be updated by editing the lines (refer to the *Edit a requisition line* guide).

To copy a requisition you will need to:

1. Click the **Requisitions** tab from within iProc. A list of requisitions that you have created will be displayed.

2. To see more information about this requisition you can click on the **Requisition Number** or **Description**. You can then use the **Full Details** icon to see further information. Click **OK** or the **Requisitions** tab to return to the previous screen.

3. If you are on the main list of requisitions you will need to select the requisition on the left and then click **Copy to Cart**. If you have already clicked on the requisition and can see the details, click **Copy to Cart**. The *Shopping basket* screen will appear.

4. If required, amend the **Quantity** for any lines, or use the **Delete** icon to remove any unwanted lines on the *Shopping Cart* screen.

5. If you want to add extra lines that were not present on the requisition you have copied, click on the **Shop** tab and add additional lines in the usual way.

6. Click **Checkout**. The *Checkout: Requisition Information* screen will appear.
   - Check the details are still correct for this new requisition. Any necessary changes would be made at this stage (refer to the *Edit a requisition line* guide).

- Note that the *Charge Accounts* for the copied requisition will still be the same as the original requisition. Check these still apply or change if necessary. Follow the editing guides, either to *Change the Activity Code* or *Change the Project Code*.

7. Click **Next** to continue. Alternatively, you could click **Submit** if you do not wish to add notes or attachments to this requisition and follow the guidance in the *Checkout: Review and Submit* guide (follow the guide from step 2).

8. When the requisition has been submitted you'll see a *Confirmation* message. The requisition has been copied and submitted for approval and a new requisition number has been generated.

Next step: ***Follow the guidance in the*** **Checkout: Approvals and Notes** ***guide.***