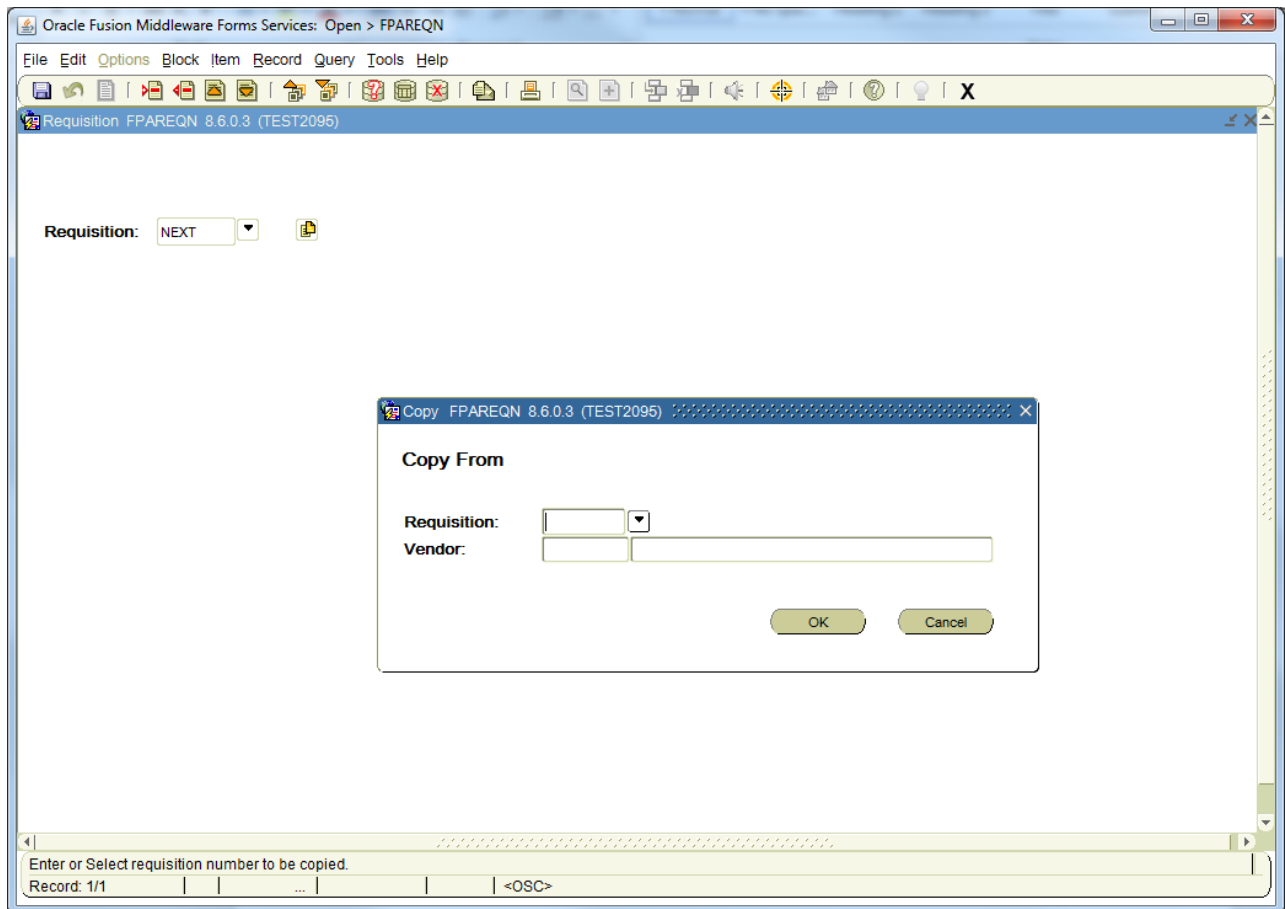


IX-7. Copy Requisition Option

IMPORTANT: NSU prefers not to use the Copy function. The best practice is to create a new requisition.

This option enables you to copy data from a completed and posted requisition to a new requisition document. This option is helpful for issuing new orders to the same vendor for essentially the same items.

1. To copy data from a completed and posted requisition to a new requisition, access the **FPAREQN** form, and click the **Copy** icon. Enter the requisition number that you want to copy, if known, or click the **'Search'** icon to select the appropriate requisition number. Use the vendor field to verify that you have selected the correct requisition. Click **OK** to copy the information from the old document to the new document.



How to Limit Search Results:

- Enter Query [F7]
- Tab to the '**Requestor Name**' field, and enter a portion of the requestor name for which you are searching plus the '%' symbol
- Execute Query [F8]
- Highlight and Double click on the correct requestor number and the requisition will be populated

The screenshot displays the Oracle Fusion Middleware Forms Services interface for 'Requisition Validation FPIRQST 8.4 (TEST2095)'. The window title is 'Oracle Fusion Middleware Forms Services: Open > FPAREQN - FPIRQST'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The main form area is divided into three identical rows, each with the following fields:

- Request Number**: A text input field.
- Requestor Name**: A text input field.
- Organization**: A text input field.
- Vendor**: A text input field.
- Request Date**: A date input field.
- Request Type**: A dropdown menu with 'Complete' and 'Approved' options.
- Origin**: A dropdown menu.
- Deliver by Date**: A date input field.
- Reference Number**: A text input field.

At the bottom of the window, there is a status bar with the text: 'Enter a query; press F8 to execute, Ctrl+Q to cancel.' Below this, it shows 'Record: 1/1' and some keyboard shortcuts like 'Enter-Qu...' and '<OSC>'.

2. The requestor, vendor, commodity, and accounting information are carried forward to the new document. Enter a **Delivery Date** and navigate through the new requisition making necessary changes to remove the document from suspense and complete it.