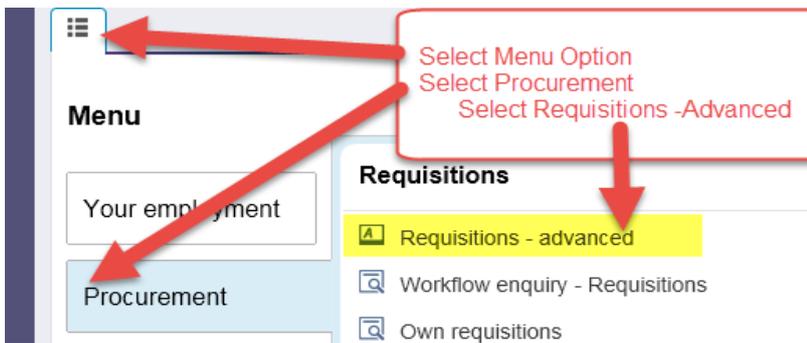


## WEBREQ11 Copying a Requisition

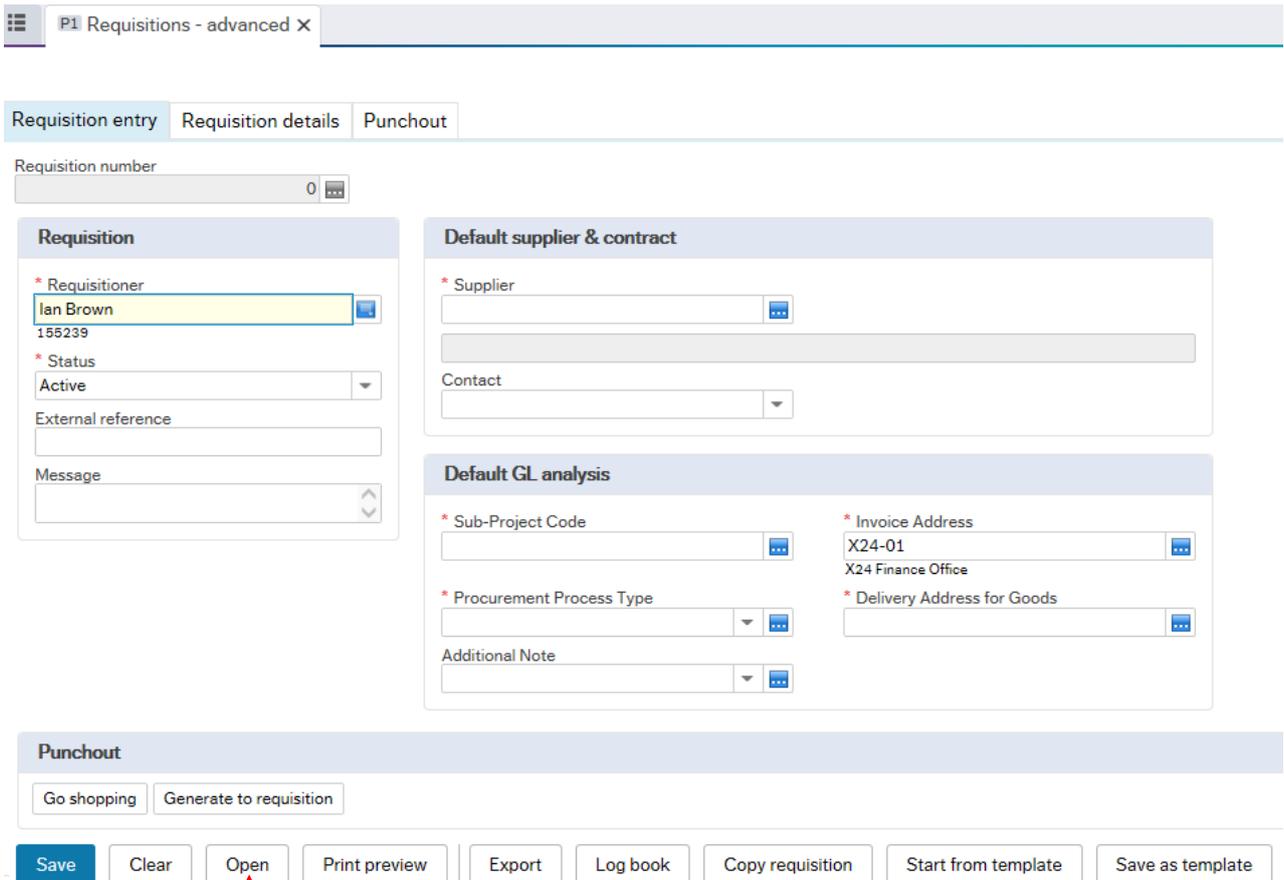
When raising a Requisition, Agresso Web has the capability of copying the details of a previous Requisition for the same Supplier onto a new Requisition.

### WEBREQ11.1: Copying a Requisition

1. To access the Requisitioning screen:



The following screen will appear:



2. Select **Open** and enter the Requisition number

The following screen will appear:

Enter the Requisition number that needs to be copied then click on

Search

Value lookup

Search criteria

2586871

Advanced

Search

Requisition number	Resource ID	Requested by	Supplier/Customer	Supplier/Customer (T)	Delivery date	External reference
2586871	155239	IAN	15252	NEWEY & EYRE LTD	29/08/2014	

Close

3. Click once on results for the required Requisition, this will then load the requisition details onto the screen:

Requisition entry Requisition details Punchout

Requisition number

0

Requisition

\* Requisitioner  
Ian Brown  
155239

\* Status  
Active

External reference

Message

Default supplier & contract

\* Supplier  
15252  
NEWEY & EYRE LTD  
NEWEY & EYRE LTD, YARDLEY COURT 11-12 FREDERICK ROAD EDGBASTON, B15 1JD BIRMINGHAM

Contact

Default GL analysis

\* Sub-Project Code  
141744-01  
FIN OFFICE - SYSTEMS

\* Procurement Process Type  
VALID CONTRACT/Framework Agreement

Additional Note

\* Invoice Address  
X24-01  
X24 Finance Office

\* Delivery Address for Goods  
90206-01  
Finance - SSD - Tay House

Save Clear Open Print preview Export Log book Copy requisition Start from template Save as template

4. From the Menu select at the bottom of the screen select

Copy requisition

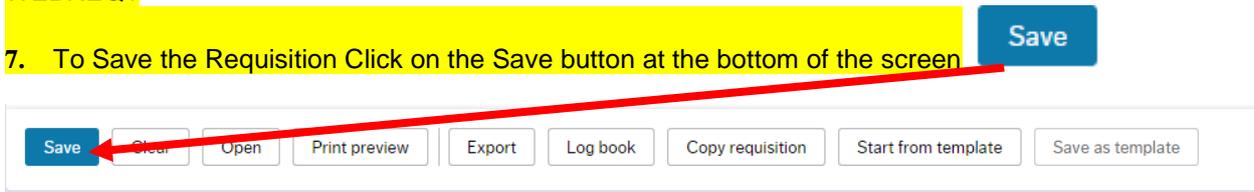
5. Once copied the following message should appear on the screen and the requisition number will be '0'.



The screenshot shows a web interface with a notification bar at the top that says "Copied" with an information icon. Below this are three tabs: "Requisition entry", "Requisition details", and "Punchout". The "Requisition entry" tab is active. Underneath, there is a "Requisition number" field containing the value "0". Below the number field are two columns: "Requisition" and "Default". The "Requisition" column has a field for "Requisitioner" with the value "Ian Brown" and "155239" below it. The "Default" column has a field for "Supplier" with the value "15252" and "NEWWEY &" below it.

6. Amend the details of the requisition as required as per instructions on raising requisitions manual WEBREQ1

7. To Save the Requisition Click on the Save button at the bottom of the screen



This screenshot shows the bottom of the requisition entry form. A blue "Save" button is highlighted with a red arrow. To its right are several other buttons: "Clear", "Open", "Print preview", "Export", "Log book", "Copy requisition", "Start from template", and "Save as template".

Once saved the user will get a requisition number. This will then go for approval and

✓ The requisition is saved with requisition number 2636026

Any errors see details and amend accordingly

! Please correct the following:

- **Delivery Address for Goods:** This field must contain a value.