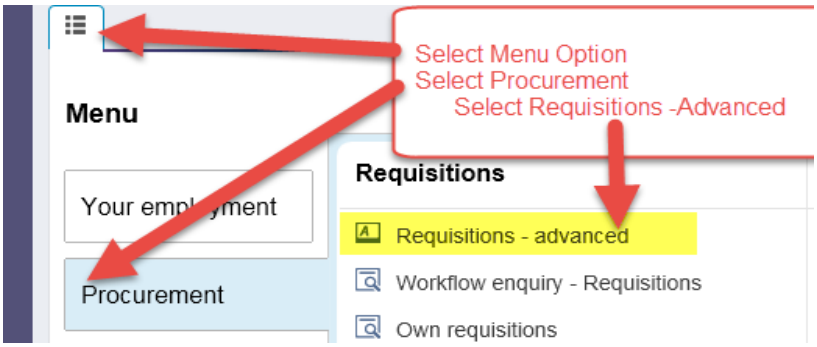
WEBREQ11 Copying a Requisition

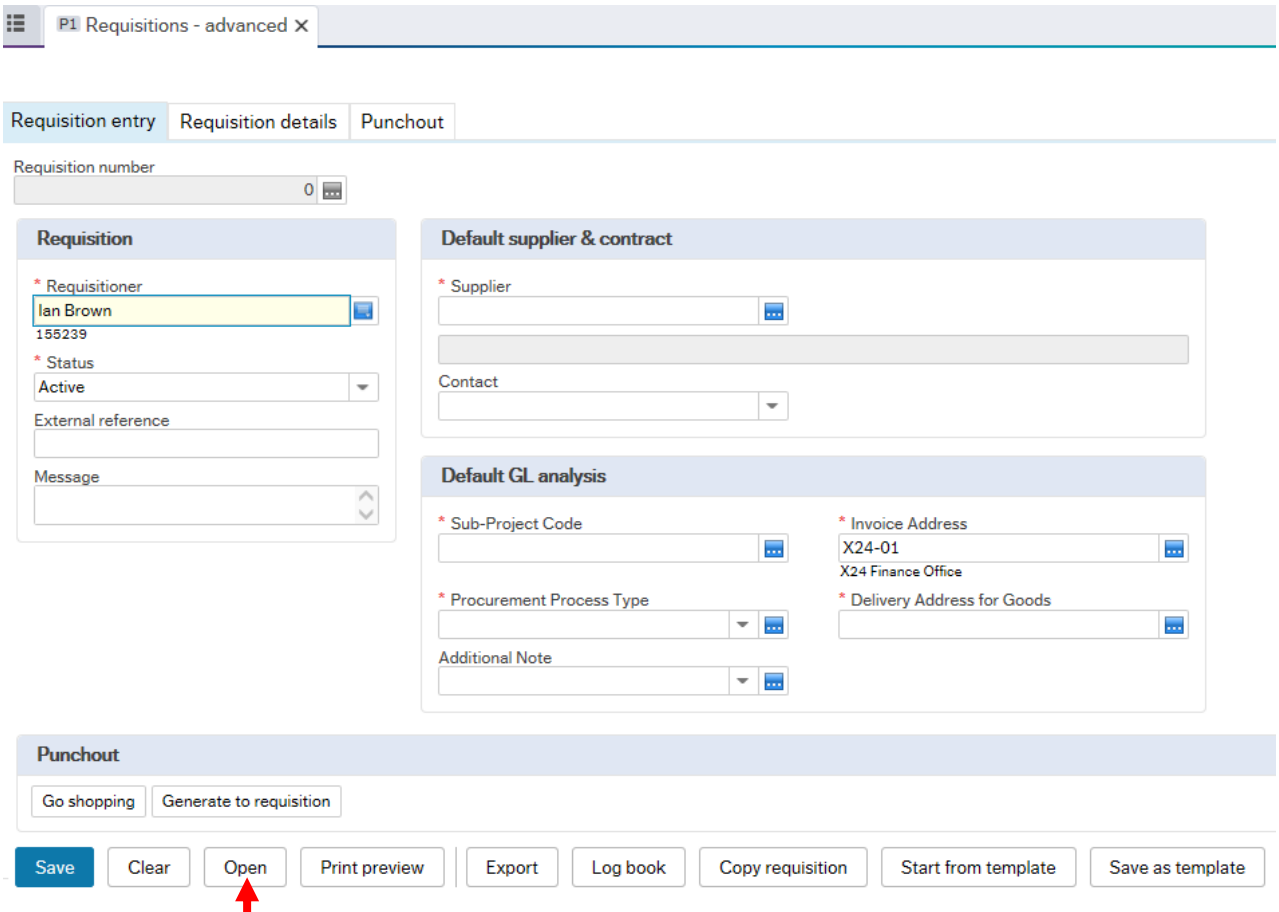
When raising a Requisition, Agresso Web has the capability of copying the details of a previous Requisition for the same Supplier onto a new Requisition.

WEBREQ11.1: Copying a Requisition

1. To access the Requisitioning screen:



The following screen will appear:

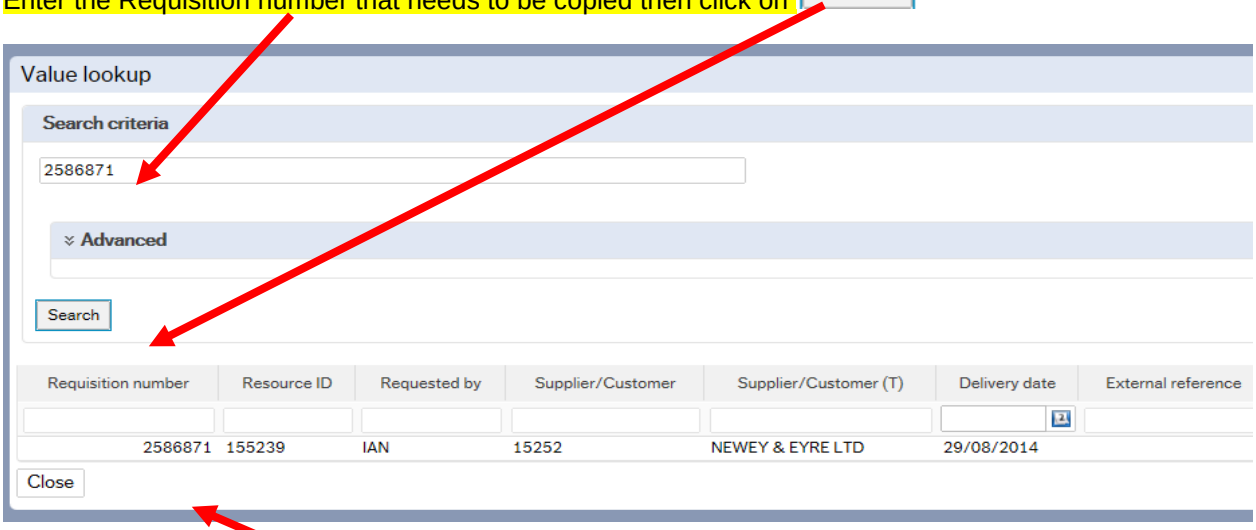


2. Select

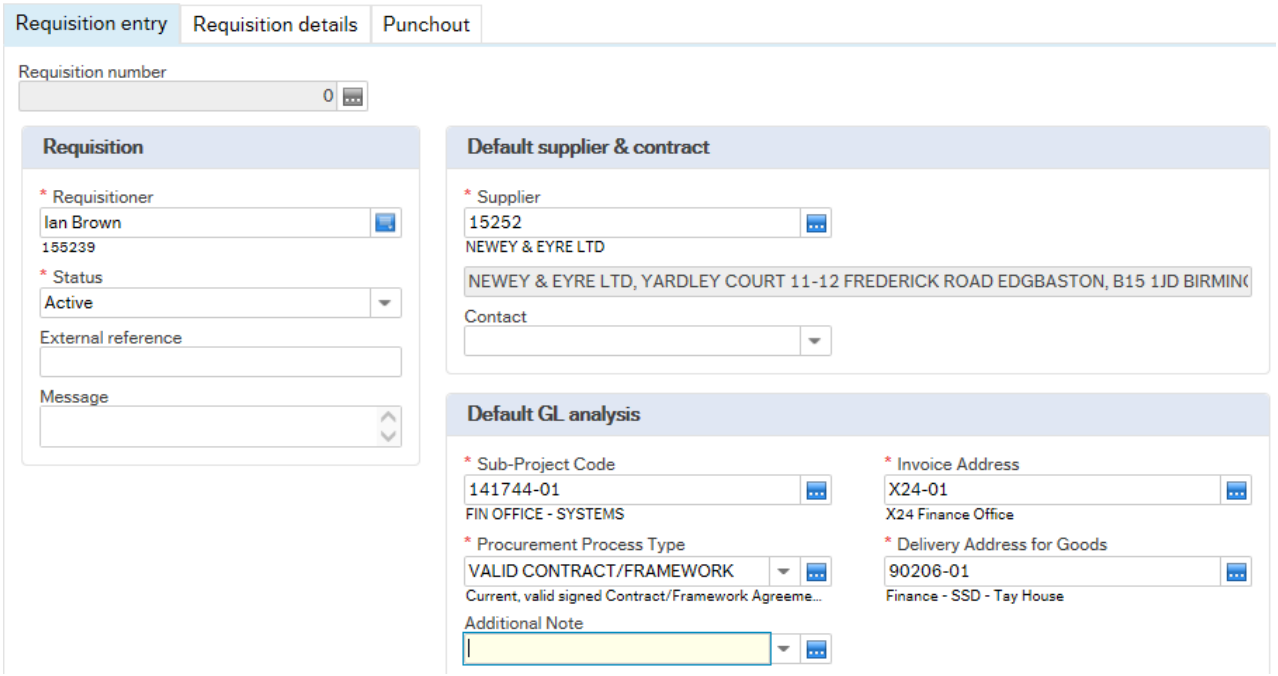
and enter the Requisition number

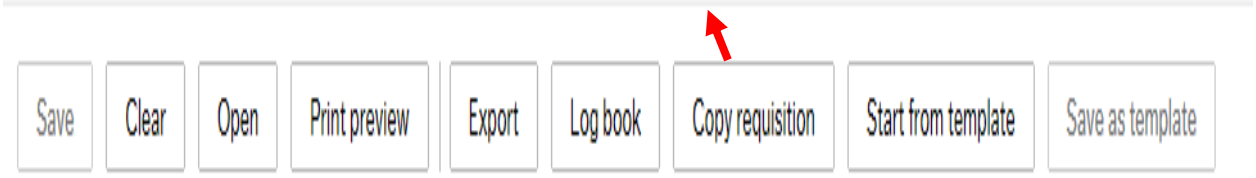
The following screen will appear:

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



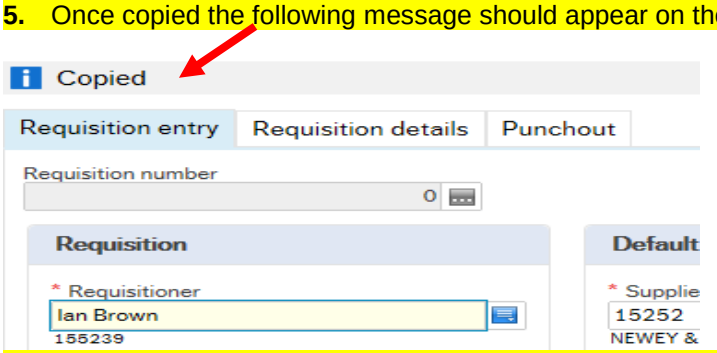
3. Click once on results for the required Requisition, this will then load the requisition details onto the screen:





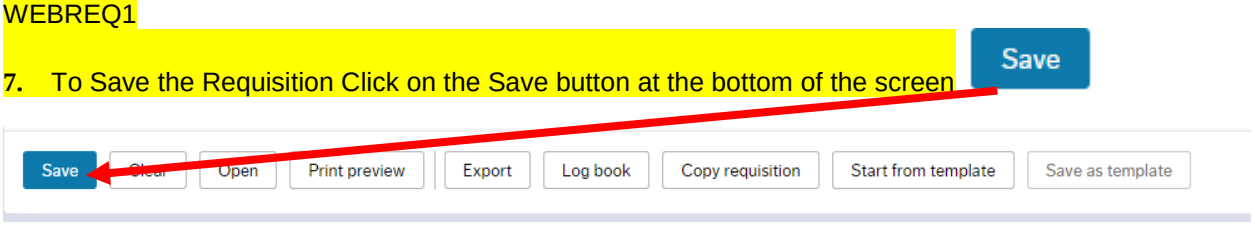
4. From the **Menu** select at the bottom of the screen select Copy requisition .

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

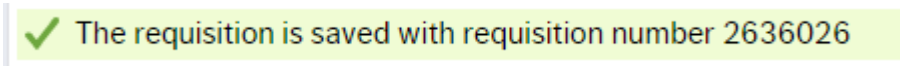
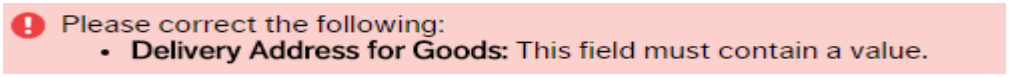


6. Amend the details of the requisition as required as per instructions on raising requisitions manual WEBREQ1

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



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



Any errors see details and amend accordingly