

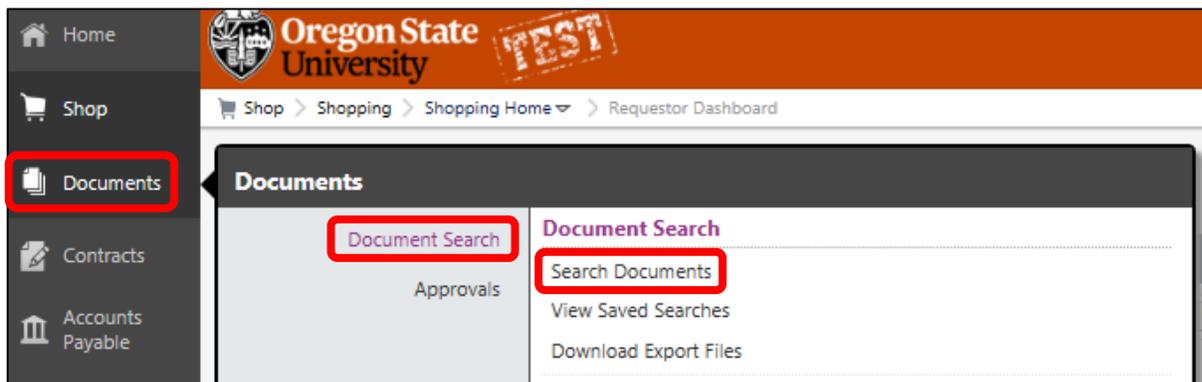
# COPYING A REQUISITION

## Copy Functionality

- Copying a requisition allows you to quickly reuse the information on a previously submitted requisition and, if necessary, make adjustments prior to submitting your new order.
- This expedited functionality is available on Non-Catalog Requisitions, Catalog requisitions, and form-based requisitions. Punch-out activity is excluded and requires a new cart to be built each time.
- You will need to ensure that you have an empty cart. You can do so by emptying your cart contents or create a new shopping cart. To learn how to create a new cart, please refer to *Cart Management* training guide.

## Let's Get Started

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, click on the **Documents** tab on menu located to the left. Click on **Search Documents** under **Document Search**.



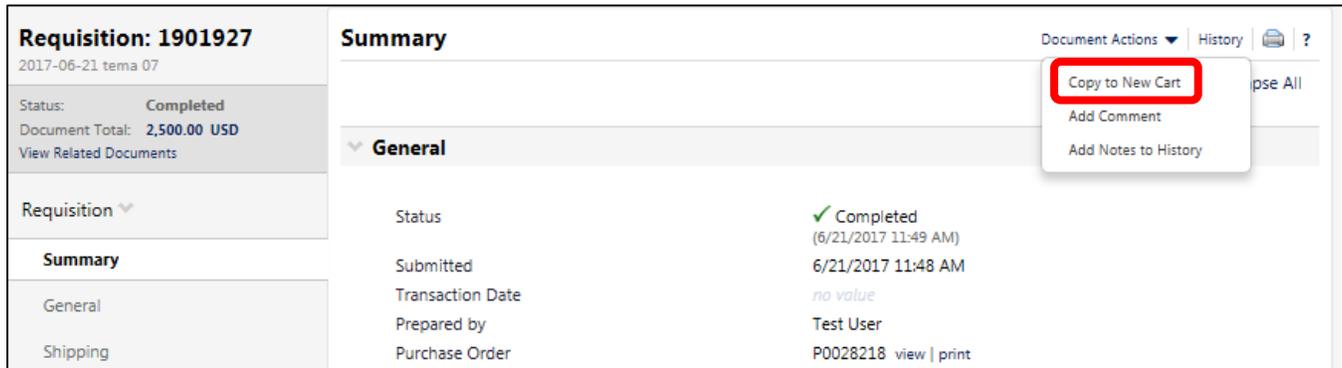
3. Once you select **Search Documents**, you will encounter a Simple Search menu. Select **Requisitions** from the **All Documents** drop down menu. Use the search bar to enter a single search term (i.e. requisition number, supplier name, product information, etc.) and the **All Dates** drop down menu to refine your search based on a specific date range. Click **Go**. *Alternatively, you can also select **My Requisitions** underneath the search bar to find a previously submitted requisition.*

4. Search results will appear. Click on the **Requisition Number** you wish to copy.

Requisition No.	Supplier(s)	Requisition Name	Requestor	Requisition Date/Time	Requisition Total
✓ 1902248	American Hotel Register Co	2017-06-21_sq_sgeorgeAHR	Steven George	6/21/2017 2:19 PM	52.99 USD
✓ 1901942	OSU Test Supplier 23	2017-06-21 tema 09	Test User	6/21/2017 12:02 PM	155,000.00 USD
✓ 1901931	New Supplier	2017-06-21 tema 08	Test User	6/21/2017 11:59 AM	15,000.00 USD
✓ 1901927	OSU Test Supplier 23	2017-06-21 tema 07	Test User	6/21/2017 11:48 AM	2,500.00 USD
✓ 1901922	OSU Test Supplier 23	2017-06-21 tema 06	Test User	6/21/2017 11:45 AM	2,500.00 USD

# COPYING A REQUISITION

5. Once the requisition is opened, go to **Document Actions** and select **Copy to New Cart**.



**Requisition: 1901927**  
2017-06-21 tema 07

Status: **Completed**  
Document Total: **2,500.00 USD**  
View Related Documents

Requisition ▾

**Summary**

General

Shipping

**Summary**

Document Actions ▾ History 🖨️ ?

Copy to New Cart (highlighted)  
Add Comment  
Add Notes to History

General

Status	✓ Completed (6/21/2017 11:49 AM)
Submitted	6/21/2017 11:48 AM
Transaction Date	no value
Prepared by	Test User
Purchase Order	P0028218 view   print

6. You should now see the previously submitted requisition's contents in your draft cart. From this screen, you can view the contents of your cart or make adjustments to the Quantity, Unit Price (if applicable) or Product Description (if applicable).



Shopping Cart for Test User

Name this cart: 2017-06-22

Continue Shopping

1 Item(s) for a total of **2,500.00 USD**  
subtotal: 2,500.00 USD  
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update

Help Empty Cart Create New Cart Perform an action on (0 Items selected)... Select All

**OSU Test Supplier 23** more info...

Product Description	Unit Price	Quantity	Total
Item added on Jun 22, 2017 <b>Test Product</b> open form... Contract None selected choose contract...	2,500.00 USD	1	<b>2,500.00 USD</b>

Add to Favorites Remove More Actions

7. Once you have reviewed your shopping cart, you can **Assign Cart** to a Requestor or, if you have Requestor privileges, select **Place Order**. *Please note: During the checkout process, the shipping information and accounting codes have been retained. Validate this information is still appropriate.*
8. Once the requisition is submitted, a confirmation message will appear with the new requisition number.