HOW TO CLONE A PURCHASE ORDER INTO A NEW REQUISITION
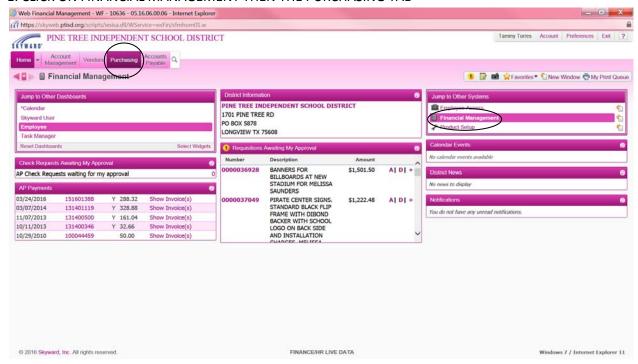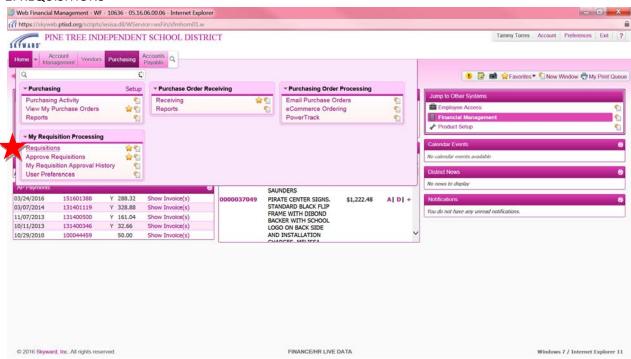
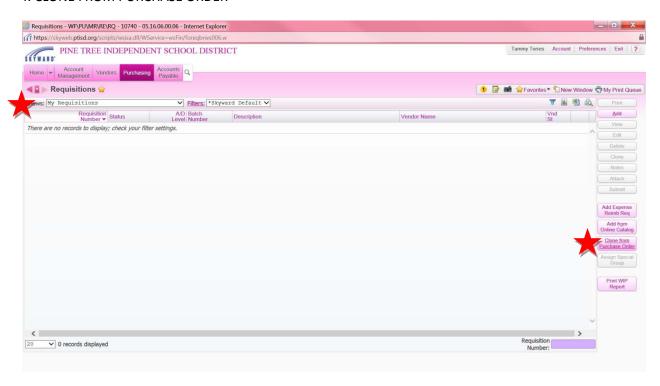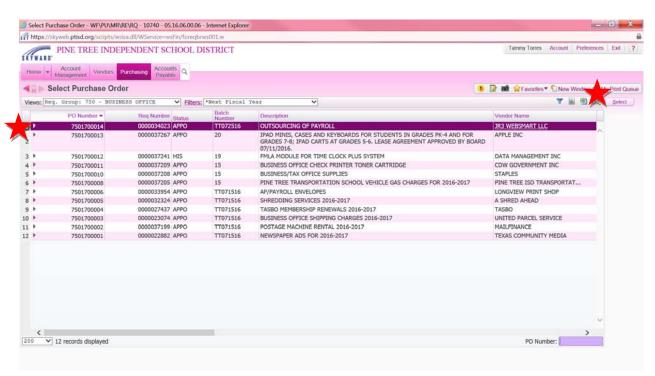1. CLICK ON FINANCIAL MANAGEMENT THEN THE PURCHASING TAB

2. REQUISITIONS

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3. MY REQUISITIONS

4. CLONE FROM PURCHASE ORDER

5. HIGHLIGHT DESIRED LINE

6. CLICK SELECT

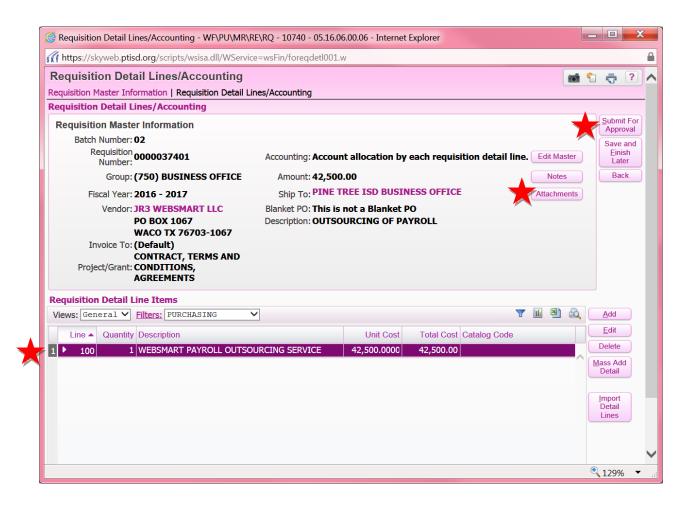# HOW TO CLONE A PURCHASE ORDER INTO A NEW REQUISITION

7. MAKE SURE "USE CURRENT DATE" IS SELECTED.

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8. MAKE ANY CHANGES THAT ARE NECESSARY AT THIS POINT.

9. HIT SAVE

9. MAKE ANY DETAIL LINE CHANGES HERE.

10. ADD ATTACHMENTS OR NOTES.

11. SUBMIT FOR APPROVAL.

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THERE YOU HAVE IT!