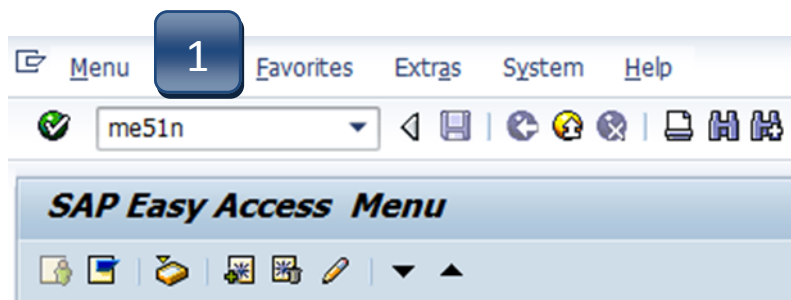
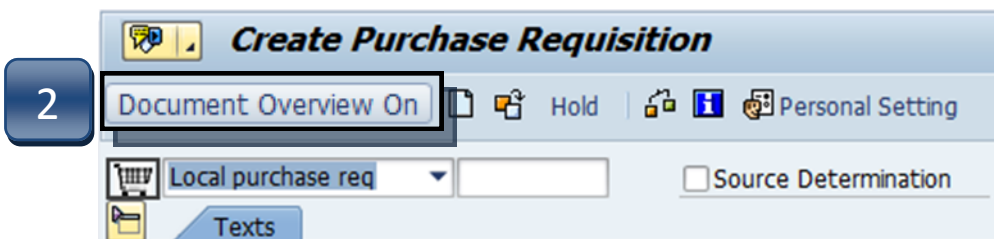


Copy a Requisition

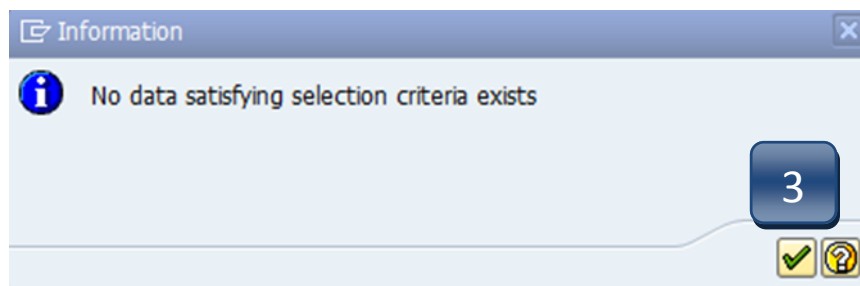
STEP 1: Enter transaction code **ME51N** in main menu search field.
Hit **Enter** on your keyboard.



STEP 2: Select **Document Overview On**.

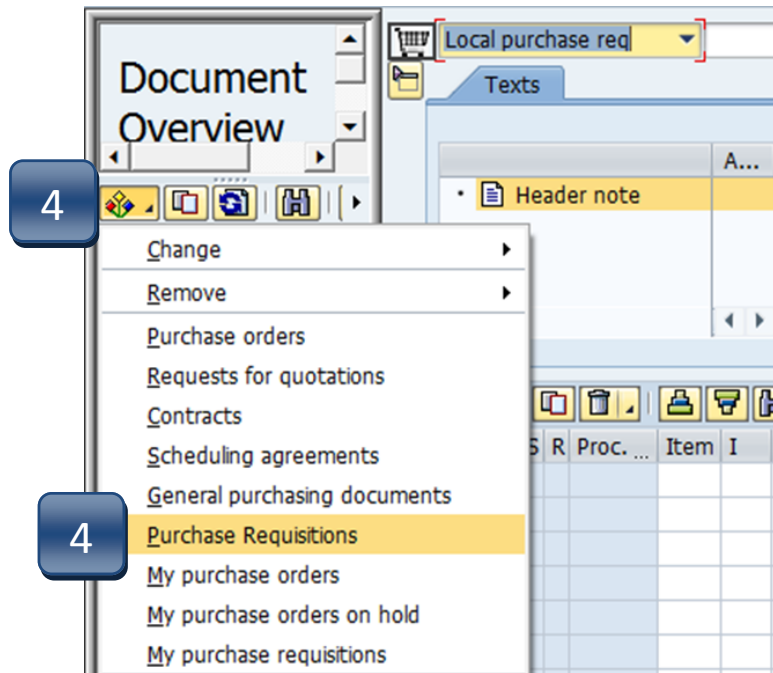


STEP 3: Click green check button.



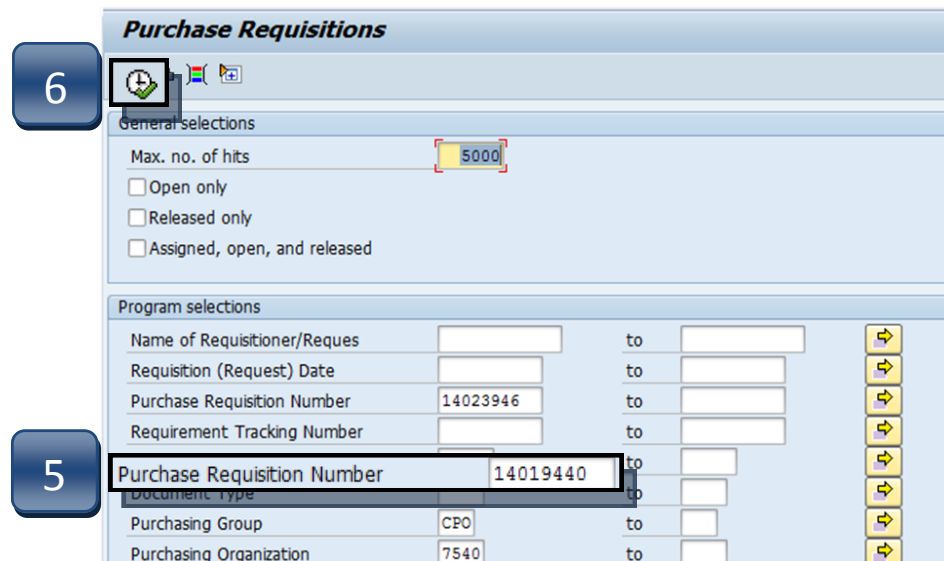
Copy a Requisition

STEP 4: Click **Selection Variant** (blue/yellow/red flower), then **Purchase Requisitions**.



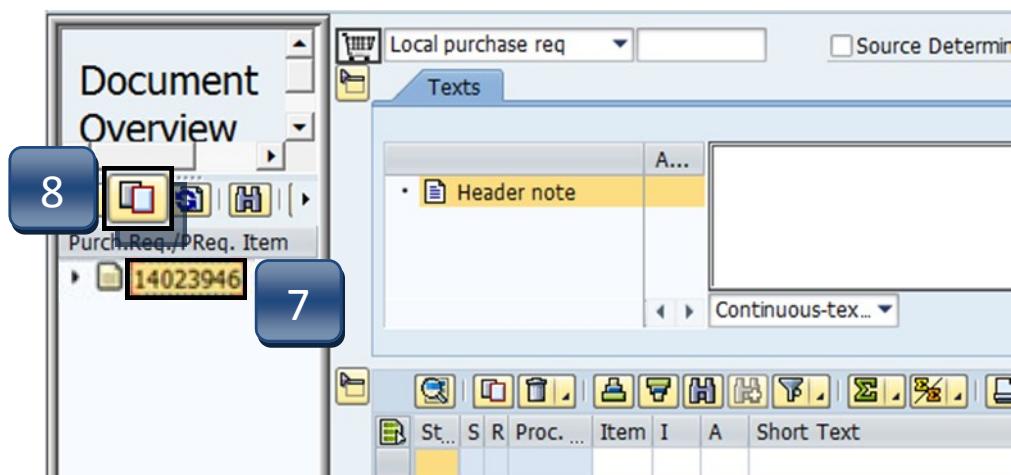
STEP 5: Enter requisition number to be copied in the **Purchase Requisition Number** field.

STEP 6: Click **Execute**.



Copy a Requisition

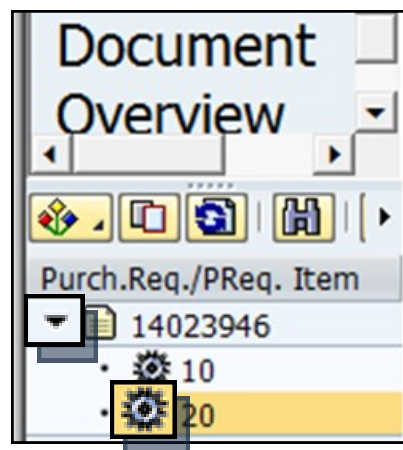
STEP 7: Select requisition number in the Document Overview pane.



Tip

If the requisition to be copied contains **deleted** items, **DO NOT** copy them to the new requisition.

Select the active lines by clicking the black arrow pointing to the requisition number, then the black sun next to the line number, and proceed to **STEP 8**.



STEP 8: Click **Adopt**.

The copied requisition should now appear in the Create Purchase Requisition screen. Double-check entries to make sure everything is correct, and make any necessary changes. Review the account information, especially the fiscal year. **Header notes are not copied into the new requisition.**

STEP 9: Click **Save**. New requisition number will be generated in the lower left corner.