

Enhancement to the "Create a Requisition" feature on the Portal:

1. When you click on one of the radio buttons below (in blue box) and click on the "searching" icon (green box):

Select an option and click "Continue".

Create New Requisition

Copy an Existing Requisition

Change an Existing Requisition

Display an Existing Requisition



Purchase Req #: 

Continue 

2. You now have two additional ways to search for existing requisitions (to display, copy or change).
 - a. Enter a cost center or WBS element and SAP will return any requisition that reference that cost object. The date field is required with this type of search.
 - b. Enter a PO# and SAP will return any requisitions referenced on the indicated PO#. There are no required fields with this type of search.

Existing Purchase Requisition Search

Enter the date or date range the requisition was created, then click the "Search" button.

Create Date*:  to 

Created By (SAP ID):

Cost Center: **a.**

WBS:

OR

Requisitions linked to PO#: **b.**

Search

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