

### iProcurement: Copying a Requisition

<p>1. Locate a requisition under either <b>My Requisitions</b> or <b>Requisitions</b>.</p>	
<p>2. Click either the <b>Copy</b> icon under <b>My Requisitions</b> or the radio button and <b>Copy To Cart</b> under <b>Requisitions</b>.</p>	
<p>3. You will be routed to the <b>Edit and Submit Requisition</b> screen. Make your changes if needed.</p>	
<p>4. Click <b>Save</b>.</p> <p>A confirmation will appear. Click <b>New Cart</b> to empty your shopping cart or click <b>Continue with Checkout</b> to submit your requisition.</p>	