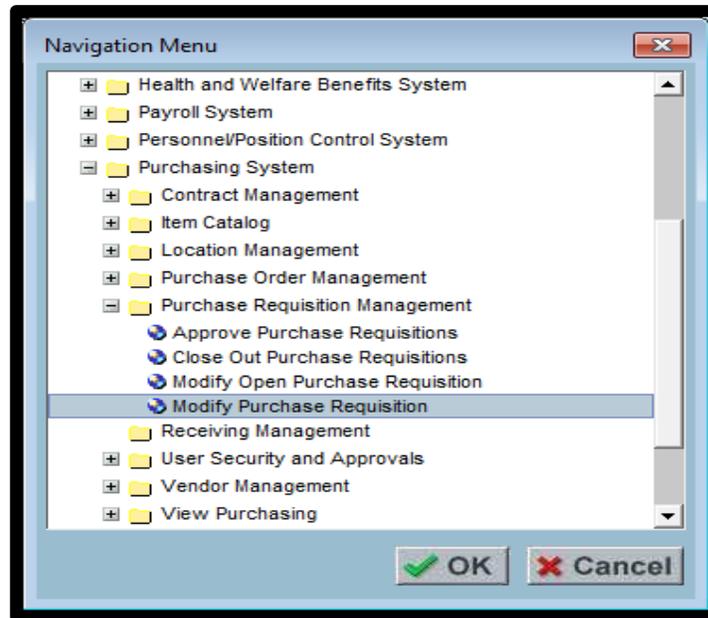


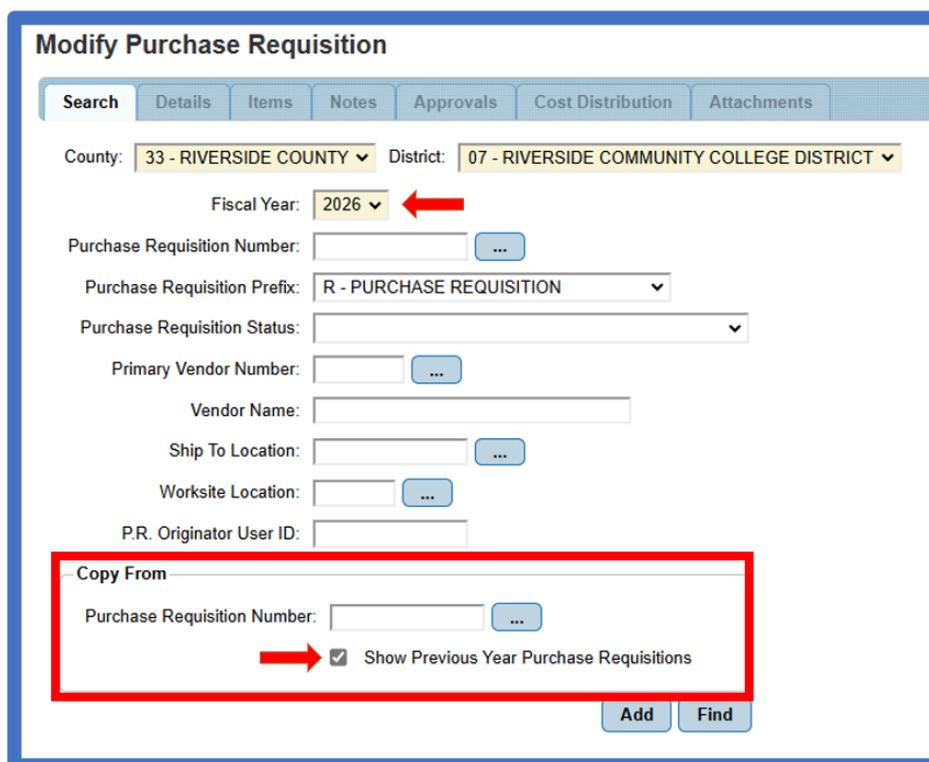
Entering a New Requisition Using the “Copy From” Feature

This feature will allow you to create either an “Open Purchase Requisition” or “Purchase Requisition” from a previously made requisition using the “Copy From” feature. The requisition will be pre-filled with data from the previous requisition selected, which may be modified as necessary.

- From the Navigation Menu, select “Modify Purchase Requisition” or “Modify Open Purchase Requisition”; click “OK” for new requisition.



- To create a new 2025/26 requisition using an existing 2024/25 requisition; select the checkbox “Show Previous Year Purchase Requisitions.”

A screenshot of the "Modify Purchase Requisition" form. The form has several tabs: "Search", "Details", "Items", "Notes", "Approvals", "Cost Distribution", and "Attachments". The "Details" tab is active. The form contains several fields: "County" (33 - RIVERSIDE COUNTY), "District" (07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT), "Fiscal Year" (2026), "Purchase Requisition Number" (with a search icon), "Purchase Requisition Prefix" (R - PURCHASE REQUISITION), "Purchase Requisition Status" (dropdown), "Primary Vendor Number" (with a search icon), "Vendor Name" (text field), "Ship To Location" (with a search icon), "Worksite Location" (with a search icon), and "P.R. Originator User ID" (text field). A red arrow points to the "Fiscal Year" dropdown. At the bottom, there is a "Copy From" section with a "Purchase Requisition Number" field (with a search icon) and a checkbox labeled "Show Previous Year Purchase Requisitions" which is checked. A red arrow points to this checkbox. At the bottom right are "Add" and "Find" buttons.

After July 1st the system will default to the current Fiscal Year (2025/26). If entering orders for the next fiscal year, BEFORE July 1st, you MUST choose the correct “Fiscal Year” by using the drop-down menu by this field. Budget year cannot be changed after the requisition has been created. The requisition must be deleted and re-created in the correct year

- In the “Copy From” field; enter or select from the drop-down menu the 2024/25 Purchase Requisition Number you would like to copy from.
- Click “+ Add” to create a new requisition.

Modify Purchase Requisition

Search Details Items Notes Approvals Cost Distribution Attachments

County: 33 - RIVERSIDE COUNTY District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT

Fiscal Year: 2026

Purchase Requisition Number: [] ...

Purchase Requisition Prefix: R - PURCHASE REQUISITION

Purchase Requisition Status: []

Primary Vendor Number: [] ...

Vendor Name: []

Ship To Location: [] ...

Worksite Location: [] ...

P.R. Originator User ID: []

Copy From

Purchase Requisition Number: R0154894 ...

Show Previous Year Purchase Requisitions

Add Find

- The new requisition is pre-filled with data from the existing requisition, which may be modified as necessary.
- Make applicable changes; amount, fiscal year dates, ship to, notes, authorized purchaser, budget code, etc.
- SAVE and submit after all tabs are modified.

Note: To copy an existing requisition from the **same fiscal year**, follow the steps listed above, except do not select “Show Previous year Purchase Requisitions”.