Creating a PO by copying a requisition

Step	Action
1.	To navigate to the **Expedite Requisitions** page, begin by clicking the **Main Menu** button. Main Menu
2.	Click the **eProcurement** menu. eProcurement
3.	Click the **Buyer Center** menu. Buyer Center
4.	Click the **Expedite Requisitions** menu. Expedite Requisitions
5.	Click in the **Requisition ID** field.
6.	Enter the desired information into the **Requisition ID** field.
7.	Click the **Search** button. Search
8.	Use the Download to Excel feature to avoid having to manually record the line information of the requisition. Click the **Download to Excel** button.
9.	Click the **Open** button. Open
10.	Click the **Close** button to close the window and return to FI$Cal.
11.	Begin by navigating to the **Add/Update POs** page. Click the **Main Menu** button. Main Menu
12.	Click the **Purchasing** menu. Purchasing
13.	Click the **Purchase Orders** menu. Purchase Orders
14.	Click the **Add/Update POs** menu. Add/Update POs

Step	Action
15.	Create a new PO. Click the **Add** button. Add
16.	The vendor must be entered before a requisition can be selected. Click the **Vendor ID Lookup** button.
17.	For this scenario select vendor Costco2. Click the **Costco2** link.
18.	After selecting a vendor the **Copy From** dropdown can be selected. Click the **Copy From** list.
19.	POs can be created from an existing contract, another existing PO, or from a requisition. Click the **Requisition** list item. Requisition
20.	Click the **Search** button. Search
21.	Click the **Paper** list item.
22.	Click the **Box of 50 pens** list item.
23.	Click the **paper tablets** list item.
24.	Click the **hanging folders** list item.
25.	Click the **staples** list item.
26.	Scroll down to view more of the page. Click the **Vertical Scrollbar**.
27.	Click the **Copy To PO** button. Copy To PO

Step	Action
28.	Click in the **DGS Billing Code** field.
29.	Enter the desired information into the **DGS Billing Code** field.
30.	Click the **Header Details** link. Header Details
31.	Click the **OK** button to return to the previous page. Click the **OK** button. OK
32.	To view previous Header Comments, click the **Add Comments** link. Click the **Add Comments** link. Add Comments
33.	Click the **Use Standard Comments** link. Use Standard Comments
34.	Click the **Comment Type Lookup** button.
35.	Click the **Accounting / Funding info** link. ACT Accounting / Funding info
36.	Click the **Comment ID Lookup** button.
37.	Click in the **ACT1 Accounting / funding data** field. ACT1 Accounting / funding data
38.	Click the **OK** button. OK
39.	Users need to check the **Send to Vendor** for the standard comments to appear on the PO. Click the **Send to Vendor** option.
40.	To add another comment, click the **Add a new row** button.
41.	Click the **Use Standard Comments** link. Use Standard Comments
42.	Click the **Comment Type Lookup** button.
43.	Click the **Procurement** link. PD Procurement

Step	Action
44.	Click the **Comment ID Lookup** button.
45.	Click the **CERT SV/DVBE Information** link. CERT SB/DVBE Information
46.	Click the **OK** button. OK
47.	Click the **Send to Vendor** checkbox.
48.	Click the **OK** button. OK
49.	View the comments on line 2 of the PO that were entered with the requisition. Click the **Line Comments** object.
50.	Click the **OK** button. OK
51.	Click the **Save** button. Save
52.	In this scenario, add shipping comments. Click the **Add Ship To Comments** link. Add ShipTo Comments
53.	Click the **Ship To** list.
54.	Click the **1700000002** list item. 1700000002
55.	Click the **Send to Vendor** option.
56.	Click the **OK** button. OK
57.	To save the changes you have made, scroll down to view more of the page. Click the **Vertical Scrollbar**.
58.	Click the **Save** button. Save

Step	Action
59.	You are ready to submit the new PO to workflow for approval. Click the **Submit** button.
60.	You have successfully created a new PO by copying a requisition in FI$Cal. **End of Procedure.**