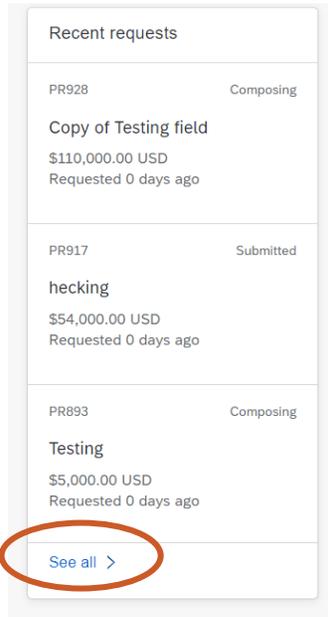




How to copy a Purchase Requisition (PR)

Overview: This tutorial provides detailed guidance on how to copy a PR that you have previously submitted.

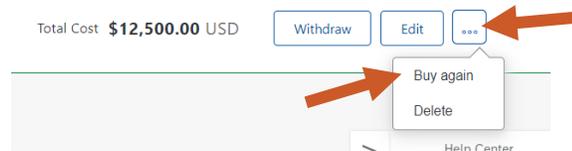
1. Log in to ebs.msu.edu and click the **Procure-to-Pay System** tile.
2. Click **See all** under **Recent Requests**.



3. From the list of submitted PRs, open the PR to be copied by clicking on the document number.



4. In the upper right corner, Click the ... menu and select **Buy again** from the resulting dropdown menu.



5. Select the **Buy again** button in the resulting pop-up to confirm.



Buy again



Are you sure you want to buy the items from this request again?

Cancel

Buy again

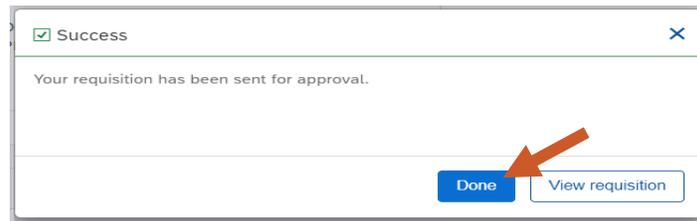
6. A copy of the PR will be created with a new document number.



7. If there are no changes to be made from the original order, you can immediately hit **Submit** in the upper right corner.



a. A confirmation window will appear to confirm the PR was successfully submitted. Click **Done** to return to the Guided Buying home page.

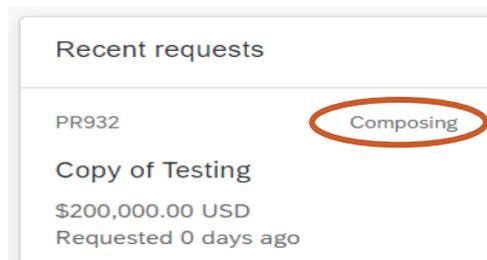


8. If changes need to be made:

a. Click **Save and exit** to edit later.



i. The saved draft of the PR can later be found and edited from your **Recent requests**, and will be in **Composing** status.



b. Proceed with editing immediately, following the tutorial [How to Create a Purchase Requisition \(PR\) for Non-catalog Goods and Services.](#)