

## **Job Aids**

## 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.

	Date requested Feb 28, 2023	Amount \$12,500.00 USD	Submitted
<	PR884 Testing		

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

Total Cost <b>\$12,500.00</b> USD	Withdraw Edit
	Buy again
	Delete
	Help Center

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

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## **Job Aids**

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

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



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.

☑ Success	×
Your requisition has been sent for approval.	
	Done View requisition

- 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.

Recent requests	Recent requests		
PR932	Composing		
Copy of Testing			
\$200,000.00 USD Requested 0 days ago			

b. Proceed with editing immediately, following the tutorial <u>How to Create a Purchase Requisition (PR) for</u> <u>Non-catalog Goods and Services.</u>

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*If you have any questions, please contact Procurement at 517-355-0357.*