

Duplicating a Requisition

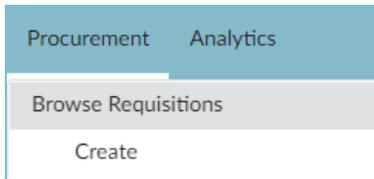
This document is a quick reference for users who need to duplicate a requisition in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Purchase requisitions (PR) can be duplicated, but there are important things to understand while doing so:

- If the delivery date is after the current date, the PR will be copied as is.
- If the delivery date is before the current date or there is no delivery date, the automatic lead time will be 30 days.
- Items or services that have been deleted or blocked will not be duplicated.
- Modifications can be made to the duplicated PR.
- Default name will be "Copy of "Initial Label".

Duplicating a Requisition

1. Log into APP
2. Navigate to the **Procurement** drop-down menu and select **Browse Requisitions**.



3. On the Browse Requisitions page, search for the requisition you would like to view and duplicate.
4. Click **Search**.
5. Click the **Pencil**  icon to open the requisition.
6. Click on the **Other Actions** dropdown within the requisition and select **Duplicate**. If your requisition has been ordered you will only see a **Duplicate** button.



Resources

Click the link below for more information on the requisition creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-grgs-176>