Copy Requisition to RFQ

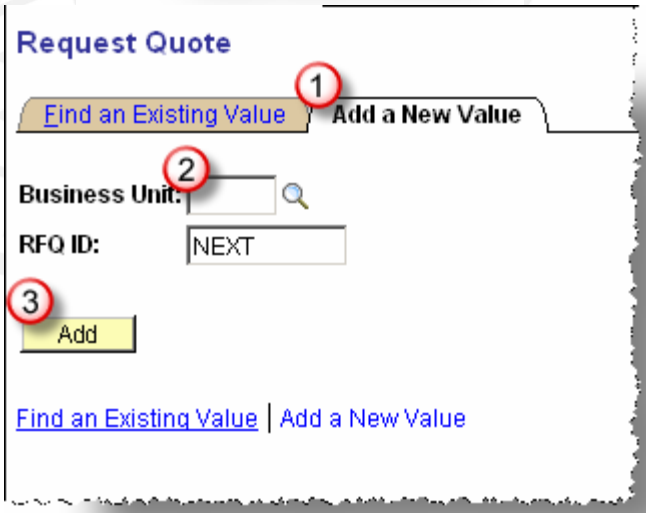
(Request for Quote)

Before Beginning

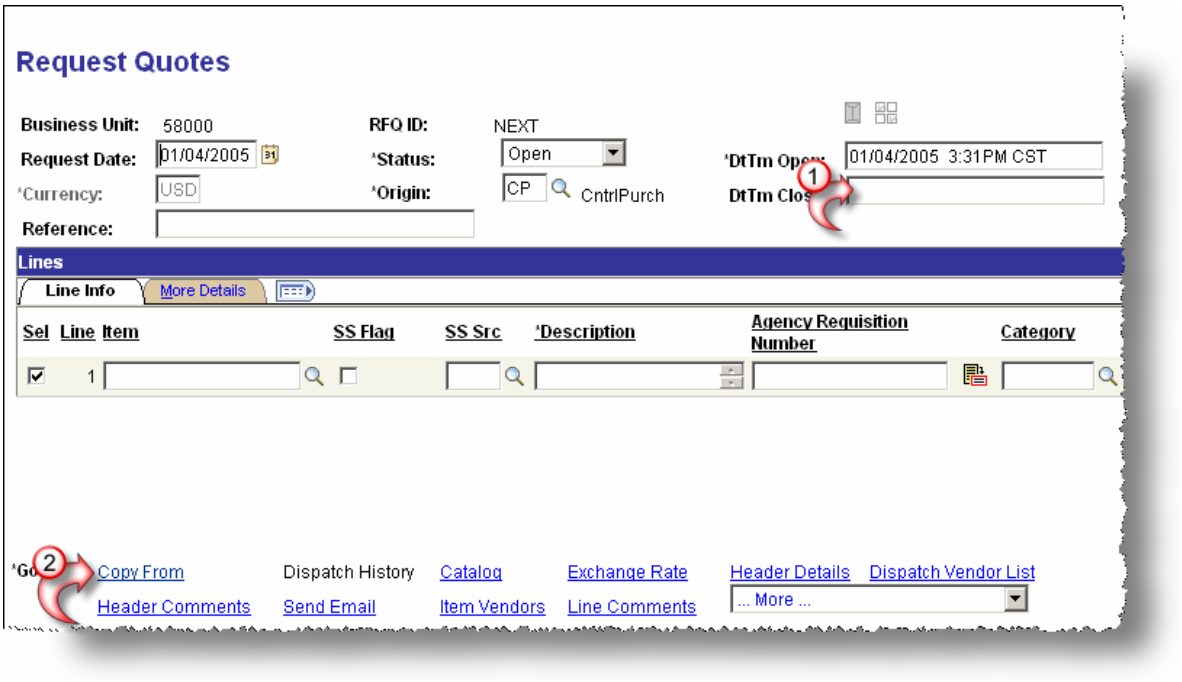
Before beginning, one should know the vendor number and the requisition number for ease of entry.

From the menu select:
Purchasing
Request for Quotes
Request Quotes

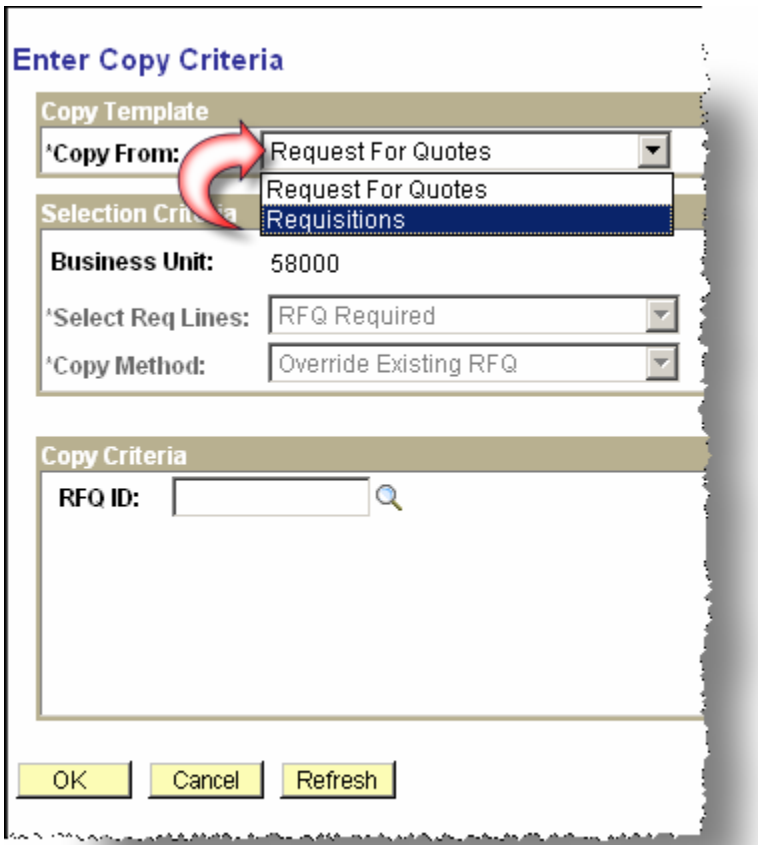
Left click the Add a New Value Tab.
Enter your business unit.
Leave "NEXT" in the RFQ ID field.
Left click "Add"



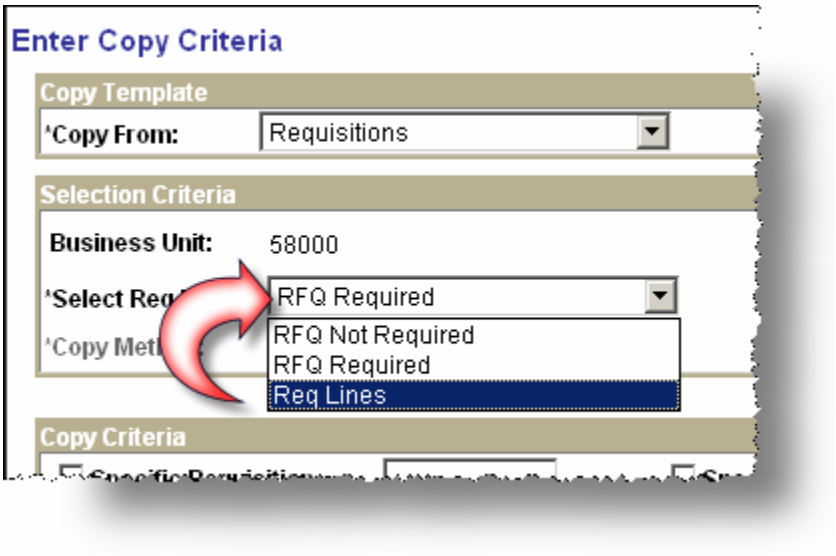
On the following screen, Enter the Date and Time Closed.
Left click Copy From.



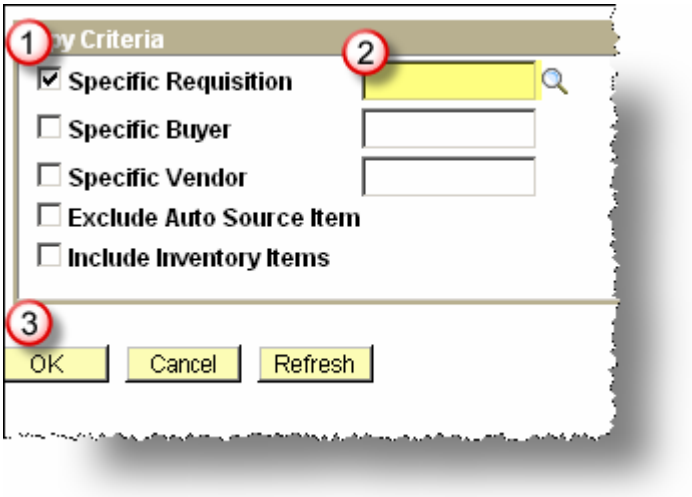
On the "Enter Copy Criteria" screen, select Requisitions from the Copy Template section's drop down menu.



In the Selection Critera section, select Req Lines.



Place a check in the Specific Requisition field.
Enter the requisition number.
Left click "OK"

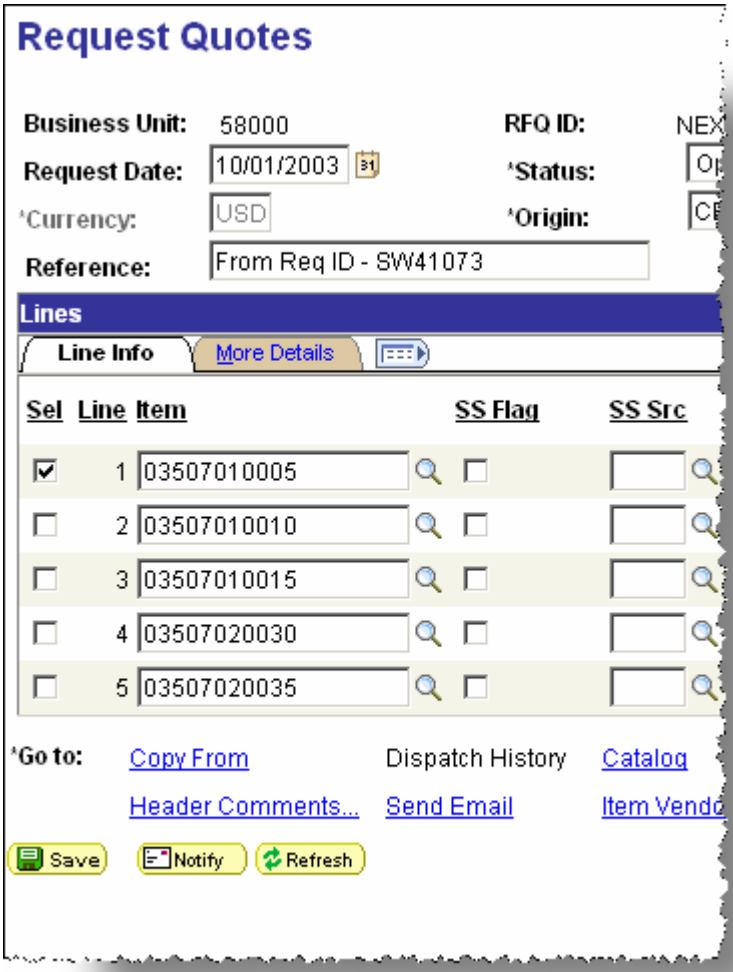


On the following screen, you have the option to select all lines from the requisition by clicking the "Select All" icon… or by placing a check mark next to each line desired.

|Note: It is possible to deselect all lines by left clicking the Deselect All icon. It is also possible to select all lines by left clicking the Select .|

Left click the OK button.

Left click "Save."

|Note: Verify the header details, all line information, add header and line comments as needed, and add vendors from the Dispatch Vendor List |

Left click the save button