# Requisition – Copy a Requisition

* 1. Main Menu > eProcurement > Manage Requisitions
	
	2. Find the requisition you want to copy. (see: MANAGE REQUISITIONS - Search Requisitions)
	3. Select '**Copy**' from the dropdown list and click **Go**.
	
	4. Enter a Requisition Name.
	
	5. Click the Open Ship To and Accounting arrow to the left of the line and update the Due Date.
	
	6. Update Comments and Attachments as necessary.
	7. Click Save & Submit.
	
	8. Approve and Budget Check.