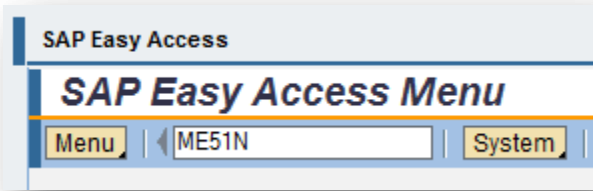
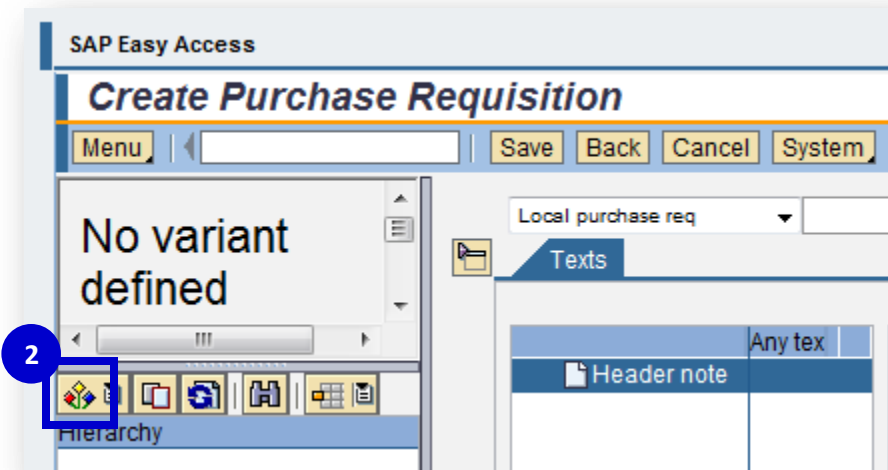


How to copy a Requisition.

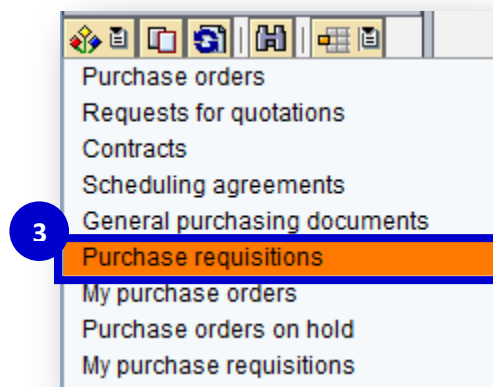
1. Enter **Transaction Code ME51N**.



2. Click **Select Variant**.



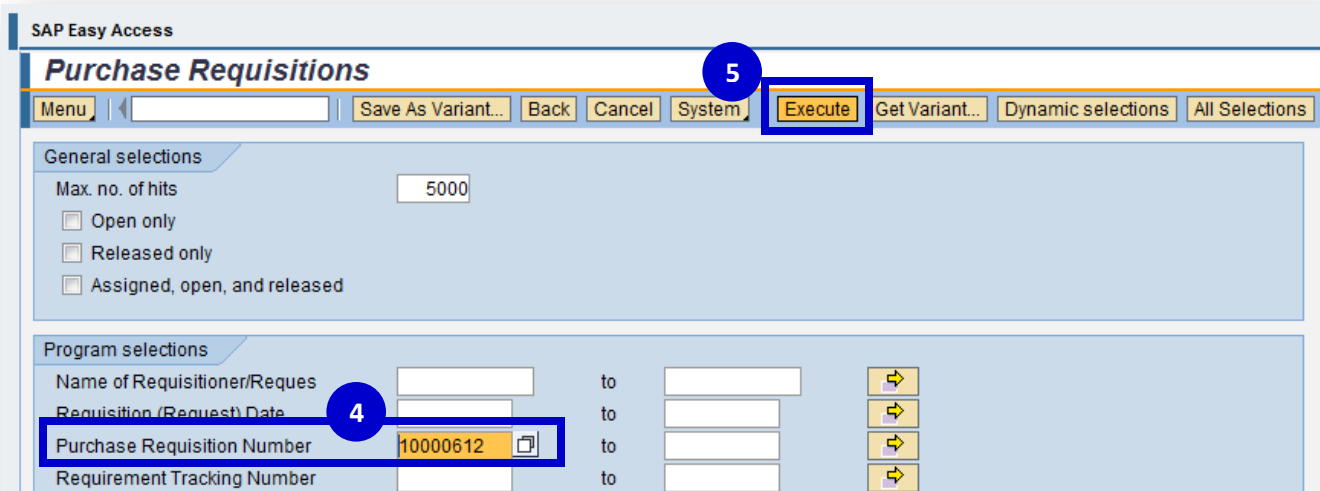
3. Select **Purchase Requisitions** from the Select Variant menu.



4. Enter the **Requisition Number** to be copied or converted in the **Purchase Requisition field**.

5. Click on **Execute**.

How to copy a Requisition.



6. Select the **Requisition Number** in the *Document overview* pane.

Do not copy lines that you have deleted in the requisition.

7. Click on **Adopt**.

The complete requisition will be copied into the new requisition, double check entries to make sure everything is correct. **Review the account information, especially the fiscal year.** The header notes are not copied into the new requisition.

8. Click **Save**.

