How to Duplicate and/or a Cancel Purchase Requisition

Step-by-Step Instructions for Duplicating a Purchase Requisition

1. Purchase requisitions can be duplicated at any point. When a purchase requisition is duplicated, all valid information in the original purchase requisition will be carried into a new draft purchase requisition, with the following exceptions - attachments, Supplier-facing comments, and Pcard details. The new purchase requisition can then be modified and submitted as needed.

Log in to Ohio Buys. From the Main Menu Navigation bar, click Procurement and select Browse Requisitions from the drop-down menu.

2. The Browse Requisitions page is displayed. From this page, you can search for purchase requisitions in your scope. Click the Pencil (✏️) icon next to the purchase requisition you would like to duplicate.

3. Review the details of the purchase requisition and click Other Actions. Select Duplicate from the drop-down menu. Click OK to confirm.

4. All of the valid items from the original purchase requisition have been duplicated into a new draft requisition. Make updates to the displayed information as necessary and then submit the requisition for approval.
How to Duplicate and/or a Cancel Purchase Requisition

Step-by-Step Instructions for Canceling a Purchase Requisition

1 ▲ Purchase requisitions can be canceled at any point in the Purchase Requisition process if a purchase order has not been created. Prior to canceling a purchase requisition, users should always communicate with the associated approvers to notify them of the reason for the cancelation. If a user would like to make changes to a purchase requisition once it has been submitted, they are able to withdraw and resubmit the purchase requisition by following the below steps: duplicate the purchase requisition, make updates to the new purchase requisition as necessary, submit the new purchase requisition, and then cancel the original purchase requisition.

Log in to Ohio Buys. From the Main Menu Navigation bar, click Procurement and select Browse Requisitions from the drop-down menu.

The Browse Requisitions page is displayed. From this page, you can search for purchase requisitions in your scope. Click the Pencil (✍️) icon next to the purchase requisition you would like to Cancel.

Review the details of the purchase requisition. Be sure to contact whoever is currently reviewing or working on the purchase requisition prior to canceling it in Ohio Buys. Once you are ready to cancel the purchase requisition, click Other Actions and select Cancel from the drop-down menu.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).