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## CAMPUS CORRESPONDENCE

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**To:** PRO Authorities

**Date:** February 13, 2008

**From:** Office of Procurement Services

**Subject:** NEW PRO Copy Features – Memorandum No. PUR 08-02

**Great news!** Similar to the COPY REQUISITION feature, PRO enhancements now allow users to auto-create new requisitions by copying the latest versions of purchase orders and/or university contracts.

Unlike the COPY REQUISITION feature which duplicates the original requisition information, requisitions created from a PO or University Contract will copy the latest award information. This feature will save time, reduce the need for re-work, and minimize error potential. For term contract renewals, the tedious task of updating copied requisition information to match award information is eliminated!

**Notice!** Purchasing will soon be notifying departments of their expiring fiscal year term contracts. These e-mails will include detailed department instructions for updating copied requisitions for renewal or rebid purposes.

### **“How-To”**

- Access the desired Purchase Order or University Contract through DOCUMENT SEARCH. PRO will open the latest version of the PO or University Contract at the HEADER screen.
- Click the *new* **CREATE REQUISITION FROM PO** or **CREATE KRC REQUISITION FROM CONTRACT** action button at the bottom of the PO or Contract HEADER screen.

### System Rules

- \* This copy/create action can be performed only from the HEADER screen of the latest version/sequence of the PO or University Contract.
  - \* This copy/create action is available for all PO types (i.e. OMR, KRC, CRR, PSR, PSH, PSP, PSH), with the exception of Contract Release Orders (CPR type) issued against University Contracts. Contract Purchase Requisitions must be newly created to validate currency of CRO/PO information and to perform other systematic audits.
  - \* The “CREATE REQUISITION FROM PO” action is *not* available for PO’s/PO Alterations (non-PPCS types) at INC, BAL or RPUR statuses.
  - \* The “CREATE REQUISITION FROM PO” action is available for PPCS-type PO’s/PO Alterations at all statuses.
  - \* The “CREATE KRC REQUISITION FROM CONTRACT” action is *not* available for University Contracts/Contract Amendments at INC or RPUR statuses.
- PRO will auto-create a new requisition at Incomplete (INC) status, copying all of the latest version PO or Contract screen information and Attachments to the new requisition, *except* for REMARKS and APPROVAL screen records.
  - PRO will automatically add a “Copied from PO/Contract # XXX” cross-reference to the new requisition in REMARKS.

- Department updates all requisition screens and information applicable to the new term contract period.
- Department deletes any copied PO/Contract Attachments which do not apply to the new requisition; and replaces/adds current attachments as applicable.

Please contact any LSU Purchasing staff member if you have questions about these new PRO "Copy" features.