

# Customizing Requisition Panels

Click on Customize

## Maintain Requisitions

### Requisition

**Business Unit:** SLCMP      **Status:** Open

**Requisition ID:** 2007101303      **Budget Status:** Not Chk'd

**Hold From Further Processing**

**Header**

**\*Requester:** VMAIJALA Valerie Maijala [Requester Info](#) [Requisition Defaults](#)

**\*Requisition Date:** 08/13/2008 [Add Comments](#)

**Origin:** ONL Online [Requisition Activities](#)

**\*Currency Code:** USD Dollar [Document Status](#)

**Accounting Date:** 08/13/2008

**Amount Summary**

**Total Amount:** 25.00 USD

**Add Items From**      **Select Lines To Display**

[Purchasing Kit](#)      [Catalog](#)      **Line:**  **To:**  [Retrieve](#)

[Item Search](#)      [Requester Items](#)

**Line**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Line	Description	Quantity	*UOM	Category	Price	Amount	Status				
1	BROWNIES	2.0000	DOZ	37500	12.50000	25.00	Open				

[View Printable Version](#)      **\*Go to:**

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)   [Refresh](#)   [Add](#)   [Update/Display](#)

Click on Copy Settings


Tab Attributes		
Tab Item Information (hidden)		
UPN ID (hidden)		
RFQ Required (hidden)		
Device Tracking (hidden)		
Vendor Item ID (hidden)		
Vendor's Catalog (hidden)		
Manufacturer ID (hidden)		
Manufacturer's Item ID (hidden)		
(column 52)		
Buyer		
Name		
Physical Nature (hidden)		
Zero Price Indicator (hidden)		
Amount Only		
Inspection Required		
Inspect ID (hidden)		
Tab Contract (hidden)		
Contract ID (hidden)		
Contract Line (hidden)		
GPO ID (hidden)		
GPO Contract Number (hidden)		
Tab Sourcing Controls (hidden)		
Source Status (hidden)		
*Source Date		
Calculate Price (hidden)		
Override Suggested Vendor (hidden)		
Consolidate with other Reqs (hidden)		
Sourcing Controls (hidden)		
% Unit Price Tolerance (hidden)		
% Unit Price Tolerance - Under (hidden)		
Unit Price Tolerance (hidden)		
Unit Price Tolerance - Under (hidden)		

OK Cancel Preview **Copy Settings** Share Settings Delete Settings

Click on magnifying glass

**Copy Settings**

**Copy Your Customization Settings**

Settings to Copy:  

OK Cancel

Select REQUISITION

The screenshot shows a dialog box titled "Look Up Settings to Copy". At the top, there is a "Setting Name:" label followed by a dropdown menu set to "begins with" and a text input field containing "REQUISITION". Below this are three buttons: "Look Up", "Clear", and "Cancel", along with a blue hyperlink labeled "Basic Lookup". Underneath is a "Search Results" section with a navigation bar showing "View All", "First", "1 of 1", and "Last". A table below the navigation bar has a header "Setting Name" and one row containing the text "REQUISITION".

Click OK

The screenshot shows a dialog box titled "Copy Settings". It features a dark blue header bar with the text "Copy Your Customization Settings". Below the header is a light gray area with the label "Settings to Copy:" followed by a search input field and a magnifying glass icon. At the bottom of the dialog are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a pink rectangular border.

Click OK

The screenshot shows a dialog box containing a list of settings. The list includes: "Contract ID (hidden)", "Contract Line (hidden)", "GPO ID (hidden)", "GPO Contract Number (hidden)", "Tab Sourcing Controls (hidden)", "Source Status (hidden)", "\*Source Date", "Calculate Price (hidden)", "Override Suggested Vendor (hidden)", "Consolidate with other Reqs (hidden)", "Sourcing Controls (hidden)", "% Unit Price Tolerance (hidden)", "% Unit Price Tolerance - Under (hidden)", "Unit Price Tolerance (hidden)", and "Unit Price Tolerance - Under (hidden)". At the bottom of the dialog are four buttons: "OK", "Cancel", "Preview", and a blue hyperlink labeled "Copy Settings". The "OK" button is highlighted with a pink rectangular border.

Repeat steps for Req Default and Distribution.