Copying a Requisition to a New Cart

Locate the requisition to copy. Verify that it is NOT an order that was placed through one of the MarketPlace Punch Out vendors. You can't copy requisitions that were originally ordered through a Punch Out vendor.

This process can be used with the other three ways (forms, hosted and non-catalog) to get items into the cart.

	Available Actions: Add Comment
Summary Shipping Billing Accounting Codes Supplier Info Taxes/S&H Hide beader Hide beader Hide beader Hide beader Hide beader	G Hide value descripti
 From the Available Actions area select the Copy to New Cart from the drop down arrow Select Go 	Available Actions: Add Comment Add Comment Add Notes to History Withdraw Entire Reguisition ? Copy to New Cart Hide value descriptions
 The Shopping Cart will open. R field Name this cart. Review the items in the cart to veri 	ename the shopping cart at this time in the fy if any changes needs to be made:
a. Remove by selecting the Con b. Add by selecting the	tinue Shopping link on the top right, or
c. Update the <i>Product Descrip</i> selecting the icon (ie f	<i>tion</i> field if the item is on a form by from previous fiscal year).
5. Then follow the steps in the cheat sheet F	inalizing the Cart. Also review the final

5. Then follow the steps in the cheat sheet *Finalizing the Cart.* Also review the *final review* screen because everything will be copied over (ie, attachments, accounting string, requisition information, etc.)