

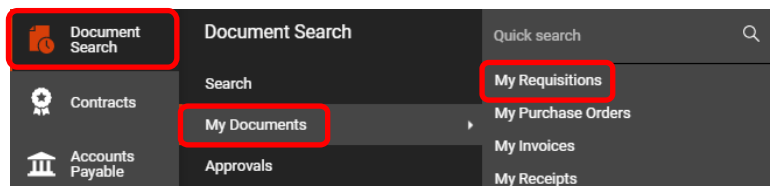
Copying a Requisition for Quick Ordering

Copy Functionality

- ❖ Copying a requisition allows you to quickly reuse the information on a previously submitted requisition and, if necessary, make adjustments prior to submitting your new order. Please note this option is not available for orders done through the Punchout or Hosted Catalogs.
- ❖ You will need to ensure that you have an empty cart. You can do so by emptying your cart contents or create a new shopping cart. To learn how to create a new cart, please refer to the Cart Management tip sheet.
- ❖ When copying a requisition to a new cart, the system will also copy the shipping and accounting information. Please ensure this is correct for your new order prior to placing the order.

Copying a Requisition

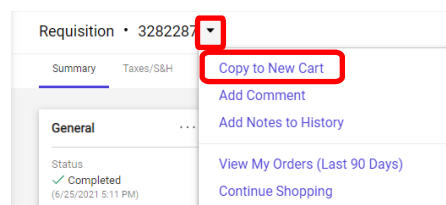
1. To copy a requisition to a new cart, you must first be in the original requisition document. To find requisitions you recently submitted, click on the **Document Search** tab, then **My Documents**, then **My Requisitions**.



2. In the search results, click on the requisition number for the order you wish to copy.

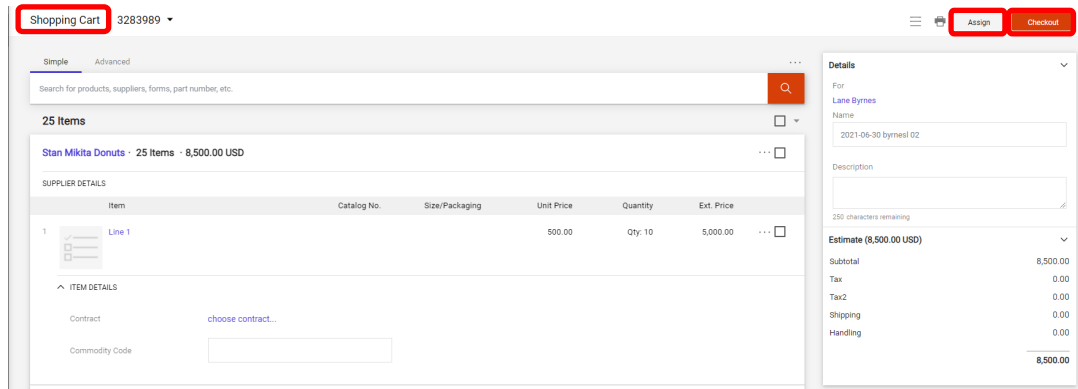
Requisition Number	Shopper	Requestor	Supplier
3282287	Lane Byrnes	Lane Byrnes	Stan Mikita Donuts ☺
3219242	Lane Byrnes	Lane Byrnes	Stan Mikita Donuts ☺
3280024	Lane Byrnes	Lane Byrnes	Alex's Awesome Air Balloons INC ☺
3100089	Lane Byrnes	Lane Byrnes	Stan Mikita Donuts ☺

3. In the requisition document, select the ▼ symbol next to the requisition number in the upper left hand corner. From the drop down menu, click **Copy to New Cart**.



Copying a Requisition for Quick Ordering

- You will be directed to the **Shopping Cart** page with the line items copied from the previous requisition. Make adjustments to quantity and price if needed. Otherwise, select the **Assign** button to assign your cart to a requestor, or the **Checkout** button to complete the checkout process.



- ❖ For specific instructions on the checkout process, please see the Checkout Process tip sheet.