Users can copy an existing requisition to a completely new cart, providing a very convenient way to repeat an order. This is a great shopping tool when you have certain items that you order frequently. You may copy either a completed requisition or a pending requisition.

This procedure is also used when orders are rejected or there is a problem for whatever reason. Instead of restarting the original order, a new order is created with a different requisition number and date.

I. Locate the requisition. There are several ways to locate a requisition to copy to a new cart.

1. From your Profile. Click on your name in the upper banner area of the home shopping Dashboard and select My Recently Completed Requisitions from the dropdown menu.

2. Quick Search field. If you know the requisition number you are looking for, you can enter it in the Quick Search field in the upper banner area, and click the spyglass. A list of all pertinent documents will display. Click on the requisition number to open the document.

3. Document Search. If you do not know the requisition number, you can use Document search. First, hover over the documents icon in the left toolbar, then over Document Search, and select Search Documents.
A search engine will appear.

1. Select Requisitions as the document type.

2. Enter any search criterion you know, such the item purchased, the supplier name, or the name or uNID of the original Shopper.

3. You may specify dates for your search, or leave the default of All Dates.

4. Click Go.

After a list of requisitions has been generated, click on the appropriate requisition number to open that document.

II. Copy the Requisition

1. With the requisition document open, click on the Document Actions dropdown menu in the upper right corner of the page.

2. Select Copy to New Cart.
III. New cart created

A new shopping cart is created, and all Product Description line items are included in the new cart. Product lines may be removed from or added to the cart as needed.

NOTE: It is important to keep in mind that some elements of the original requisition are retained when a requisition is copied.

Retained in the new cart:
- Custom information like attachments and external notes.
- Shopper name (See step IV. Change Shopper Name, below)
- Accounting Distribution (See step V. Edit Accounting Distribution, below)

Not retained in the new cart:
- Cart name
- Comments

This new cart becomes your active cart. Any previously open cart will be saved as a draft cart.

IV. Change Shopper Name

1. The original shopper name is retained when a requisition is copied to a new cart. If this is a person other than yourself, you will want to change the shopper name. This is important because the system considers the shopper to be the "owner" of the PO, and all PO notifications will be sent to the shopper. Also, the shopper name and contact information are printed on the PO for the supplier's reference.

2. After you have named and edited your cart, click on Proceed to Checkout.
Under the Requisition dropdown menu on the left side of the page,

1. Open the Tab titled General.

2. Note that both the Shopper and Requisitioner names are listed. The Shopper listed is the person who started the original order, which you just copied.

3. Click on the Edit link in the upper right corner of the window.

3. Click on the Select a Different User link.

4. Type in the first and/or last name of the new Shopper, and click Search. Copy Requisition to a new Cart COPY

5. Select the correct name,
And click Save.

V. Edit Accounting Distribution

Be sure to check the Accounting Distribution in your new cart and edit it as needed.

1. Even if there is not an Accounting Distribution displayed at the header level,

2. There may be Accounting Distribution values displayed at the Product Description line level.

3. Remember that the Accounting Distribution values added at the line level override those at the header level.