Copy a Requisition to a New Cart
Quick Reference Guide

OVERVIEW

Shopping Carts represent items selected for purchase from shoppers. They contain line items that represent goods or services being requested through UShop.

There may be times that you need to resubmit a cart that you or someone else previously submitted. For example, your department may place the same office supply order each month, rather than adding items to your cart each time, you can copy a previously submitted cart into a new cart. Copying a cart is a way to speed up the shopping process.

TYPES OF CARTS

In UShop, there are two different types of carts:

- The **Active cart** is the cart currently being worked on by the shopper. The total dollar amount of the active cart displays in the upper right corner of the page.

- **Draft carts** represent items that have been selected, but have not yet been submitted.

SEARCH FOR A CART

To copy an existing cart from the past 90 days, first the cart to be copied must be located.

1. Hover over the icon in the left navigation bar, then hover over My Carts and Orders and then View My Orders (Last 90 Days).

2. Select the order from the list that you want to copy.

NAMING CARTS

All carts in UShop have a name created automatically by the system. The format for the default cart is today's date, followed by your user name, and an incremental number. For example, a default cart name could be *2015-05-12 randy_requisitioner 01*.

1. Update the cart name to something more meaningful. Some examples might include *IT Order* or *New Employee Standard Computer.*

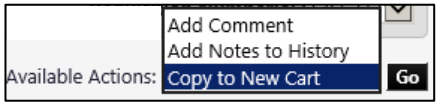
2. Click the Update button after making all changes.

COPY AN ACTIVE CART

1. To locate a cart that someone else created, navigate to Document Search by hovering over the icon in the navigation bar on the left-side of the page, and then select Search Documents.

2. Enter search criteria and search for the previously submitted cart, then click on the requisition number to open the requisition.

3. From the drop-down menu, select Copy to New Cart and then select Go.



4. A new cart is the created with the items from the previously submitted cart. Now you can continue with the checkout process as you would for any other cart.
5. Update the cart name to something more meaningful as described above.
6. Click the Update button after making all changes.