UShop™ MARKETPLACE

Copy a requisition to a New Cart

1. Find the requisition that needs to be copied.

   - Help to find your requisition
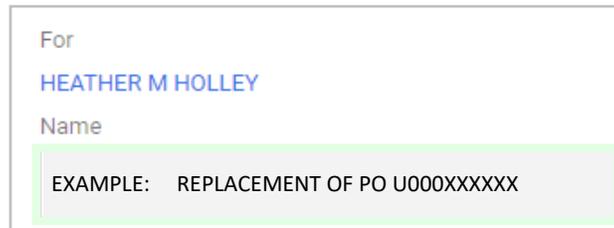
2. Find and click on the down Arrow next to the requisition number

   Requisition • Requisition Number ▼

3. Click *Copy to New Cart*

   Requisition • Requisition Number ▼

   Copy to New Cart
   Add Comment
   Add Notes to History

4. Name The Cart (if desired) :

   For
   HEATHER M HOLLEY
   Name

   EXAMPLE: REPLACEMENT OF PO U000XXXXXX

   - Examples of cart names

     ○ REPLACEMENT OF PO U000XXXXXX

     ○ Fiscal Year 202X-202X PO for Water Services

     ○ Default

5. Review and/or edit the PO lines in the Cart

6. Click *Proceed to Checkout*

   Proceed To Checkout

7. Checkout

8. *Submit Requisition* or *Assign Cart*

   Assign Cart   Submit Requisition

✯ Click One UShop for *Proceed to Checkout* help