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

3. Click Copy to New Cart

4. Name The Cart (if desired):
   - 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

7. Checkout

8. Submit Requisition or Assign Cart

Click One UShop for Proceed to Checkout help