If you copy a requisition to a new cart and the requisition was originally been prepared by a person other than yourself, that original Shopper's name will still appear on the order as the Shopper.
Follow these instructions to edit the Shopper name:

**1.** In the upper right hand corner of your new cart, click Proceed to Checkout.
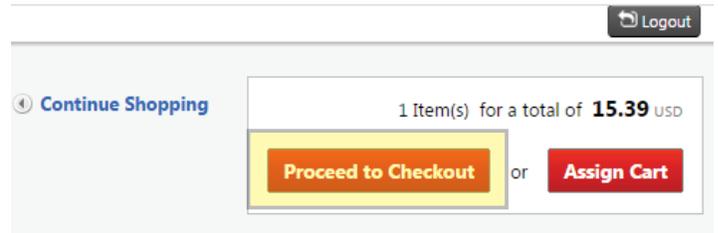


**2.** Click on the General Tab. Click on the edit link in the upper right hand corner of that window.
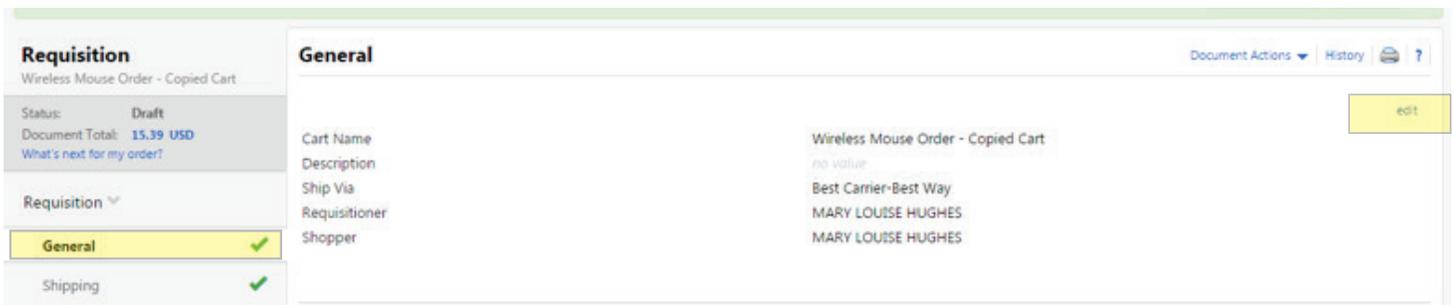


**3.** Click on the link Select a different user…
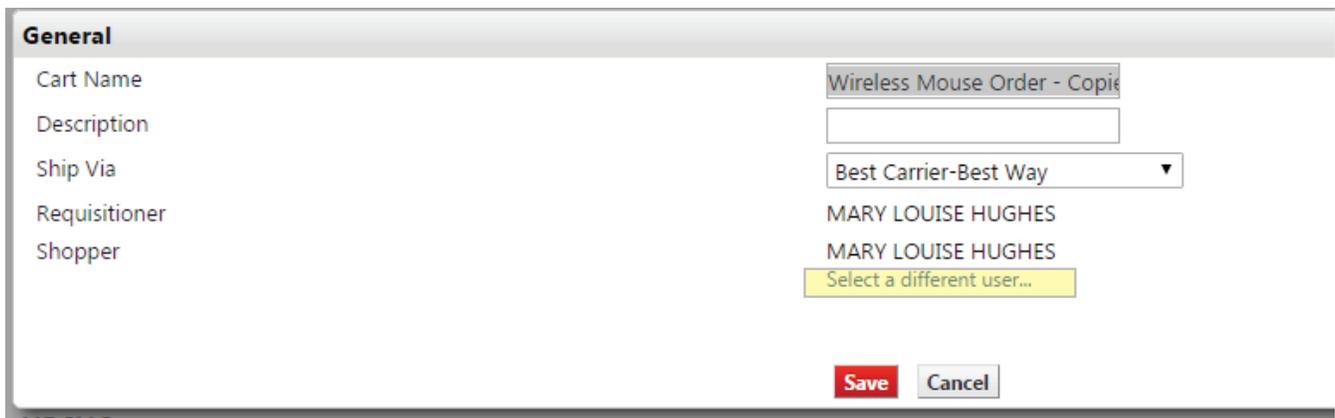
**4.** Provide the last and/or first name of the desired user, and click Search.

**User Search**

| | |
|---|---|
| Last Name | Holley |
| First Name | Heather |
| User Name | |
| Email | |
| Results Per Page | 10 ▼ |

Search

**5.** Click on the word [select] to select an individual's name.

New Search

| Name ▲ | User Name △ | Email △ | Phone | Action |
|---|---|---|---|---|
| HOLLEY, HEATHER M | u0109782 | heather.holley@admin.utah.edu | | [select] |

**6.** Click Save as the new name appears in the Shopper field.

**General**

| | |
|---|---|
| Cart Name | Wireless Mouse Order - Copie |
| Description | |
| Ship Via | Best Carrier-Best Way ▼ |
| Requisitioner | MARY LOUISE HUGHES |
| Shopper | HEATHER M HOLLEY |
| | Select a different user... |

Save  Cancel

**7.** Your requisition will now reflect the edited Shopper name.

**Requisition**
Wireless Mouse Order - Copied Cart

| | |
|---|---|
| Status: | Draft |
| Document Total: | 15.39 USD |
| What's next for my order? | |

Requisition ∨

| | |
|---|---|
| **General** | ✔ |
| Shipping | ✔ |

**General**                                                                          Do

| | |
|---|---|
| Cart Name | Wireless Mouse Order - Copied Cart |
| Description | no value |
| Ship Via | Best Carrier-Best Way |
| Requisitioner | MARY LOUISE HUGHES |
| Shopper | HEATHER M HOLLEY |