

Copying a Requisition to a New Cart

1. Find and open the requisition you would like to copy to a new cart. Click on the “...” icon in the top right-hand corner and select “Copy to New Cart” from the available actions shown.

The screenshot displays the OK CORRAL requisition page for requisition 3638594. The page is divided into several sections: General, Shipping, and Billing. The General section shows the status as 'Completed' (11/2/2022 7:59 AM), submitted on 11/2/2022 7:59 AM, and the requester as Matthew Wessel. The Shipping section shows the ship to address as Oklahoma State University, University Accounting, 405-744-5865, and the delivery options as 'Best Carrier-Best Way'. The Billing section shows the bill to address as Oklahoma State University, University Accounting, 405-744-5865, and the billing options as 'Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.)'. A dropdown menu is open in the top right corner, showing options like 'Copy to New Cart', 'Add Comment', 'Add Notes to History', 'View My Orders (Last 90 Days)', 'Continue Shopping', 'View Carts', 'View Cart return message(s)', and 'See configuration for this requisition'. An orange arrow points to the 'Copy to New Cart' option.

General	Shipping	Billing
Status ✓ Completed (11/2/2022 7:59 AM)	Ship To	Bill To
Submitted 11/2/2022 7:59 AM	Attn: Matthew Wessel Room/Blg 123 Dept 100408 - Purchasing OK State Univ 1224 N BOOMER RD STILLWATER, OK 74078 United States	Oklahoma State University University Accounting 405-744-5865 Email: matt.wessel@okstate.edu 304 Whitehurst Stillwater, OK 74078 United States
Cart Name 2022-10-31 wesselm 01	Delivery Options	Credit Card Info
Description no value	Expedite ✗	No credit card has been assigned.
Purchase Order 3692766 view print	Ship Via Best Carrier-Best Way	Billing Options
Requestor Matthew Wessel	Requested Delivery Date no value	Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.)
Priority Normal		
Shopper Matthew Wessel		
Employee Family Owned Business ✗		

2. From the Shopping Cart view, make any necessary changes to your item(s) and click “Proceed to Checkout” as normal.

The screenshot shows the OK CORRAL Shopping Cart interface. The cart contains 150 items from Dearinger Printing Co. for a total of 3,750.00 USD. An orange arrow points to the 'Proceed To Checkout' button in the top right corner.

OK CORRAL Shopping Cart • 3640552

3,750.00 USD

Proceed To Checkout

Simple | Advanced

Search for products, suppliers, forms, part number, etc.

150 Items

Dearinger Printing Co · 150 Items · 3,750.00 USD

SUPPLIER DETAILS

	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	 Custom portfolios per quote 123456 previously submitted.	N/A	EA	25.00	150 EA	3,750.00	...

ITEM DETAILS

Details

For
Matthew Wessel

Name
2022-11-02 wesselm 01

Total (3,750.00 USD)

Subtotal	3,750.00
Shipping	0.00
Handling	0.00
Total	3,750.00

3. You will notice that all the “Billing” and Accounting Codes” information is already populated with the information from the old requisition. Add your “General” and “Shipping” information, and make changes to any other information as needed.

The screenshot shows the OK CORRAL requisition form for requisition 3640552. The form is divided into several sections: General, Shipping, Billing, and a Draft summary on the right. An orange arrow points from the Billing section to the Draft summary.

General

Cart Name	2022-11-02 wesselm 01
Description	no value
Requestor	Matthew Wessel
Priority	Normal
Shopper	Matthew Wessel
Employee Family Owned Business	×
Certificate of Completion	×
Non Tax-Exempt	×
Purchasing Contact	no value
Original Bid or	

Shipping

Ship To

no address
Required

Delivery Options

Expedite

Ship Via **Best Carrier-Best Way**

Requested Delivery Date *no value*

Billing

Bill To

Oklahoma State University
University Accounting
405-744-5865
Email: matt.wessel@okstate.edu
304 Whitehurst
Stillwater, OK 74078
United States

Credit Card Info

No credit card has been assigned.

Billing Options

Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.) **22** 2022

Draft

Correct these issues.
You are unable to proceed until addressed.

- Required: Campus Code
- Required: Shipping address

Total (3,750.00 USD)

Subtotal	3,750.00
Shipping	0.00
Handling	0.00
Total	3,750.00

What's next for my order?

Next Step **Fiscal Approval**

Approver **Wessel, Matthew**

4. After you have all your necessary information entered, click the “Submit Requisition” button as normal.

OK CORRAL

Requisition • 3640552

3,750.00 USD

Submit Requisition

Summary Taxes/S&H PO Preview Comments Attachments 1 History

General	Shipping	Billing
Cart Name 2022-11-02 wesselm 01	Ship To	Bill To
Description no value	Attn: Matthew Wessel Room/Blg 123 Dept 100408 - Purchasing OK State Univ 1224 N BOOMER RD STILLWATER, OK 74078 United States	Oklahoma State University University Accounting 405-744-5865 Email: matt.wessel@okstate.edu 304 Whitehurst Stillwater, OK 74078 United States
Requestor Matthew Wessel	Delivery Options	Credit Card Info
Priority Normal	Expedite <input checked="" type="checkbox"/>	No credit card has been assigned.
Shopper Matthew Wessel	Ship Via Best Carrier-Best Way	Billing Options
Employee Family Owned Business <input checked="" type="checkbox"/>	Requested Delivery Date no value	Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.) 22 2022
Certificate of Completion <input checked="" type="checkbox"/>		
Non Tax-Exempt <input checked="" type="checkbox"/>		
Purchasing Contact no value		

Draft

Total (3,750.00 USD)

Subtotal	3,750.00
Shipping	0.00
Handling	0.00
	3,750.00

What's next for my order?

Next Step: Fiscal Approval

Approver: Wessel, Matthew

Workflow:

Show skipped steps