

Copying a Requisition to a New Cart

1. Find and open the requisition you would like to copy to a new cart. Click on “Requisition” next to the requisition and select “Copy to New Cart” from the available actions shown.

The screenshot shows the OK CORRAL website interface. At the top, the logo 'OK CORRAL' is visible on the left, and navigation elements like 'All', 'Search (Alt+Q)', '5,650.00 USD', and '1 of 5 Results' are on the right. A purple sidebar on the left contains icons for home, cart, orders, and other functions. The main content area displays 'Requisition : 3256993'. A dropdown menu is open, listing several actions: 'Copy to New Cart' (highlighted), 'Add Comment', 'Add Notes to History', 'View My Orders (Last 90 Days)', 'Continue Shopping', 'View carts', and 'See configuration for this requisition'. An orange arrow points to the 'Copy to New Cart' option. Below the menu, the 'Shipping' and 'Billing' sections are visible, showing contact information for Oklahoma State University. On the right, a 'Completed' summary table shows a total of 5,650.00 USD.

Completed	
Total (5,650.00 USD)	
Subtotal	5,650.00
Shipping	0.00
Handling	0.00
	5,650.00

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 5,000 items from Acme Brick Co. for a total of 5,650.00 USD. The interface includes a search bar, a table of items, and a summary panel on the right. An orange arrow points to the 'Proceed To Checkout' button in the summary panel.

Shopping Cart | 2021-04-27 wesselm 02


Simple | Advanced

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

5,000 Items

Acme Brick Co · 5,000 Items · 5,650.00 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 	54678	EA	1.13	5,000 EA	5,650.00

ITEM DETAILS

Contract [choose contract...](#)

Estimate (5,650.00 USD)

Subtotal	5,650.00
Shipping	0.00
Handling	0.00
Total	5,650.00

Proceed To Checkout

Assign Cart

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.

OK CORRAL

Requisition : 3257363

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping	Billing
Cart Name 2021-04-27 wesselm 02	Ship To <i>no address</i> Required	Bill To Oklahoma State University University Accounting 405-744-5865 Email: matt.wessel@okstate.edu 304 Whitehurst Stillwater, OK 74078 United States
Description <i>no value</i>	Delivery Options	Credit Card Info
Requestor Matthew Wessel	Expedite X	No credit card has been assigned.
Priority Normal	Ship Via Best Carrier-Best Way	Billing Options
Shopper Matthew Wessel	Requested Delivery Date <i>no value</i>	Fiscal Year (Prior) 21
Employee Family Owned Business X		
Certificate of Completion X		
Non Tax-Exempt X		
Purchasing Contact <i>no value</i>		

Draft

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

- Required: Campus Code
- Required: Shipping address

Total (5,650.00 USD)

Subtotal	5,650.00
Shipping	0.00
Handling	0.00
Total	5,650.00

Submit Requisition

Assign Cart

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

The screenshot displays the OK CORRAL requisition interface. The top navigation bar includes the OK CORRAL logo, a search bar, and a total amount of 5,650.00 USD. The main content area is titled 'Requisition : 3257363' and features tabs for Summary, Taxes/S&H, PO Preview, Comments, Attachments, and History. The Summary tab is active, showing three main sections: General, Shipping, and Billing. The General section includes fields for Cart Name (2021-04-27 wesselm 02), Description (no value), Requestor (Matthew Wessel), Priority (Normal), Shopper (Matthew Wessel), and Employee Family Owned Business (marked with a red X). The Shipping section includes Ship To information: Attn: Matthew Wessel, Room/Blg 123, Dept 100408 - Purchasing, OK State Univ, 1224 N BOOMER RD, STILLWATER, OK 74078, United States. The Billing section includes Bill To information: Oklahoma State University, University Accounting, 405-744-5865, Email: matt.wessel@okstate.edu, 304 Whitehurst, Stillwater, OK 74078, United States. On the right side, a 'Draft' summary box shows a Total of 5,650.00 USD, with Subtotal at 5,650.00, Shipping at 0.00, and Handling at 0.00. Below the summary box are two buttons: 'Submit Requisition' (highlighted with an orange arrow) and 'Assign Cart'.

Section	Field	Value
General	Cart Name	2021-04-27 wesselm 02
	Description	no value
	Requestor	Matthew Wessel
	Priority	Normal
	Shopper	Matthew Wessel
	Employee Family Owned Business	X
Shipping	Ship To	Attn: Matthew Wessel Room/Blg 123 Dept 100408 - Purchasing OK State Univ 1224 N BOOMER RD STILLWATER, OK 74078 United States
Delivery Options		
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		

Draft	
Total (5,650.00 USD)	
Subtotal	5,650.00
Shipping	0.00
Handling	0.00
	5,650.00