Creating New Shopping Carts by Copying Requisitions



In This Guide

- ✓ Selecting a requisition
- Creating a new shopping cart from an existing requisition
- ✓ Copying a requisition
- Viewing recently completed requisitions

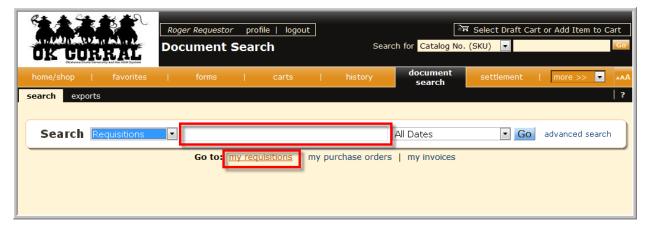
This guide demonstrates how to create a new shopping cart by copying an existing reguisition.

Shopping & Policy Reminders

- Repeat Orders: Users can copy requisitions into a new shopping cart, providing a very convenient way to create repeat orders.
- Rejected Orders: If a requisition is rejected rather than returned, the copy feature can be used to copy the requisition into a different shopping cart number.
- Requisition Status: All requisition statuses can be copied.
- Punch-out Requisitions: Do <u>not</u> copy punch-out requisitions. Punch-out sessions require a
 unique shopping cart identifier that is created during the shopping process. This identifier is
 necessary for accurate order processing. For this reason, punch-out requisitions should <u>not</u>
 be copied into a new shopping cart.

Procedure

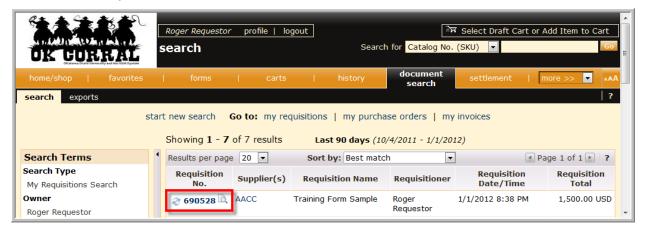
- 1. Click **document search** from the navigation bar.
- 2. Search for the requisition by entering the Requisition Name or Requisition Number or click the **my requisitions** link.



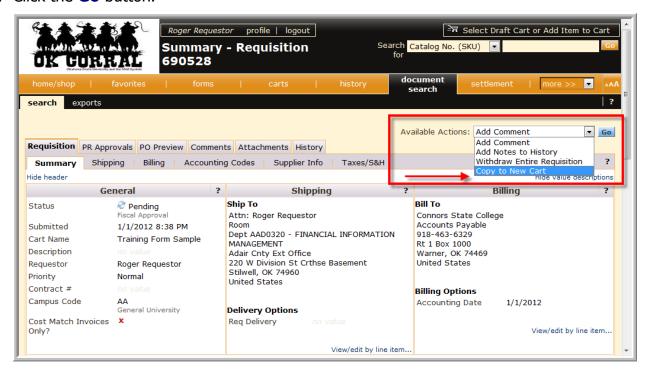
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3. Click on the requisition number.



- 4. Select Copy to New Cart from the Available Actions list.
- 5. Click the **Go** button.



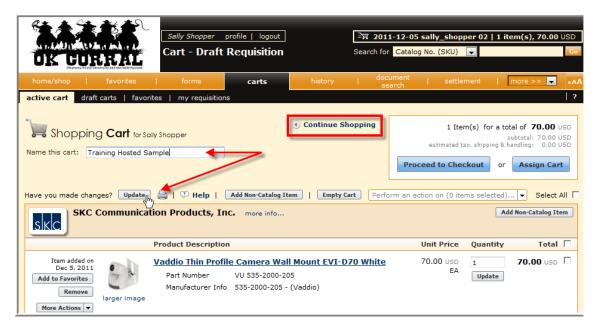
The items and information from the *original* shopping cart display with a <u>new</u> shopping cart name and date. You can change any of the information in the shopping cart, including the items, quantity, shipping or accounting information.

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6. Enter a unique shopping cart **Name** (optional) and click the **update** button.

Shop Smart! Name your Cart!



Cart Name: A default cart name, comprised of the following data is automatically assigned:

Create Date + User Name + Sequential Number.

For example: 2011-04-01 sallyshopper 03

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You can accept the default name but it is <u>recommended</u> to enter a unique name which can be used later to easily identify or search for your shopping cart.

You have successfully created a new shopping cart by copying a requisition.

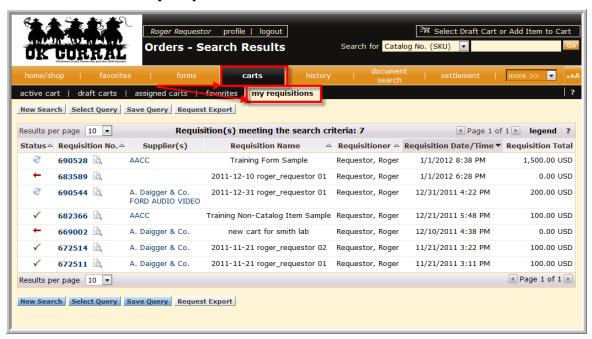
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Alternate Navigation

The procedure in this guide illustrates how to search for requisitions. You can also locate requisitions with the following navigation:

A. Go to the carts ⇒ my requisitions



B. From the OK Corral homepage, go to **Action Items** ⇒ **My Orders** and click either **Requisitions Pending** or **Requisitions Recently Completed**.

