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.
2. From the Shopping Cart view, make any necessary changes to your item(s) and click “Proceed to Checkout” as normal.
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.
4. After you have all your necessary information entered, click the “Submit Requisition” button as normal.