Copy Functionality

- Copying a requisition allows you to quickly reuse the information on a previously submitted requisition and, if necessary, make adjustments prior to submitting your new order. Please note this option is not available for orders done through the Punchout or Hosted Catalogs.
- You will need to ensure that you have an empty cart. You can do so by emptying your cart contents or create a new shopping cart. To learn how to create a new cart, please refer to the Cart Management tip sheet.
- When copying a requisition to a new cart, the system will also copy the shipping and accounting information. Please ensure this is correct for your new order prior to placing the order.

Copying a Requisition

1. To copy a requisition to a new cart, you must first be in the original requisition document. To find requisitions you recently submitted, click on the Document Search tab, then My Documents, then My Requisitions.

2. In the search results, click on the requisition number for the order you wish to copy.

3. In the requisition document, select the symbol next to the requisition number in the upper left hand corner. From the drop down menu, click Copy to New Cart.
Copy  a  Requisition for Quick Ordering

4. You will be directed to the Shopping Cart page with the line items copied from the previous requisition. Make adjustments to quantity and price if needed. Otherwise, select the Assign button to assign your cart to a requestor, or the Checkout button to complete the checkout process.

- For specific instructions on the checkout process, please see the Checkout Process tip sheet.