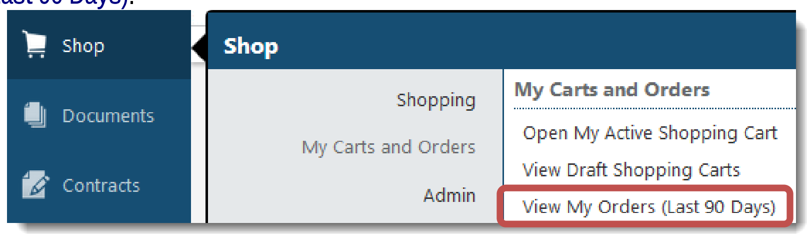
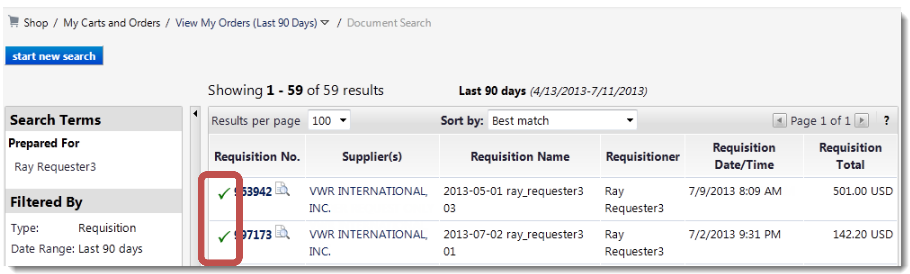
Copy a Requisition

- This guide demonstrates how to create a new cart by copying a requisition.
- Only requisitions created **after the Chart of Accounts cutover on March 10, 2014** should be copied. Any requisition older than that date should NOT be copied as they do not contain the new Chart of Accounts values to create orders with valid funding.
- Carts that are *assigned*, but not *pending* as a Requisition, cannot be copied.
- Keep in mind that pricing on older Requisitions may be inaccurate when copied. Requisitions with Punch-out items should not be copied; rather a new cart should be created.

Copy a Requisition

1. From the Navigation bar, go to Shop > My Carts and Orders > View My Orders (Last 90 Days).

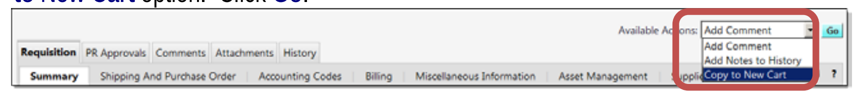




2. Requisitions from the last 90 days are shown. (If you are looking for an older order, click on the Date Range filter on the left to specify another timeframe.) Below is the legend for the Status:

- Requisition Approved
- Requisition Pending Approval
- Requisition Rejected
- Requisition Withdrawn
- Pending, but line item(s) Rejected
- Approved, but line item(s) Rejected

3. Select the Requisition to copy by clicking the Requisition Number.
4. The Requisition opens, showing the Requisition Summary tab.
5. From the Requisition ⇨ Summary, click the Available Actions, then select the Copy to New Cart option. Click Go.



6. The entire requisition will be copied to a new cart. This will become the 'Active Cart'. At this point, the cart can be modified in any fashion, just as a regular cart.
   - The **Procurement Dept Code**, **Accounting Codes** and other **Custom Fields** from the original requisition are copied as well, so confirm the copied values before you Assign the cart.
7. Once the cart is prepared, it can be assigned to the Requester.
   - If the Requester copied the cart, they can click **Proceed to Checkout** and click **Place Order** to send the requisition for any necessary approvals.