

Step-by-Step Guide

Copying Requisitions into New Shopping Carts

In This Guide

Copying requisitions can be used to create repeat purchase requests. It can also be used to resubmit rejected requisitions, if appropriate. However, the copy feature shouldn't be used to copy punch-out items into a new shopping cart.

This guide discusses:

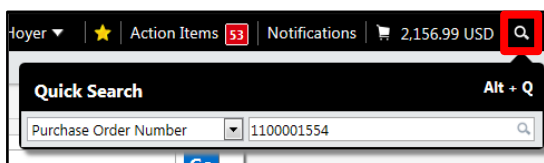
- ✓ Copying requisitions
- ✓ Creating new shopping carts from existing requisitions

Procedure

1. Begin by accessing CU Marketplace via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. Locate the appropriate requisition using one of the following methods:

Method 1: Requisition # known

If you know the requisition #, use the Quick Search located in the upper right corner of your screen.



Click the Quick Search icon. Then, use the dropdown to select *Requisition Number* and enter your requisition # in the next field; click the **Search** button.

Method 2: Requisition # not known

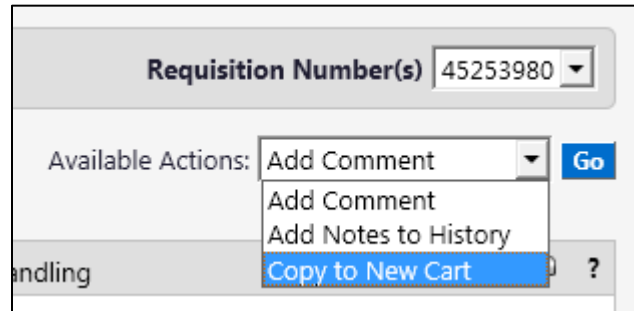
If you do not know the requisition #, perform a Document Search. Use the navigation bar on the left side of your screen and go to **Orders & Documents > Document Search > Search Documents**. (You may need to click the **advanced search** link and select *Requisition* from the **Search** dropdown.)

You can search for your requisition by requisition name, among other values. Click **Go**. Select your requisition from the resulting list.

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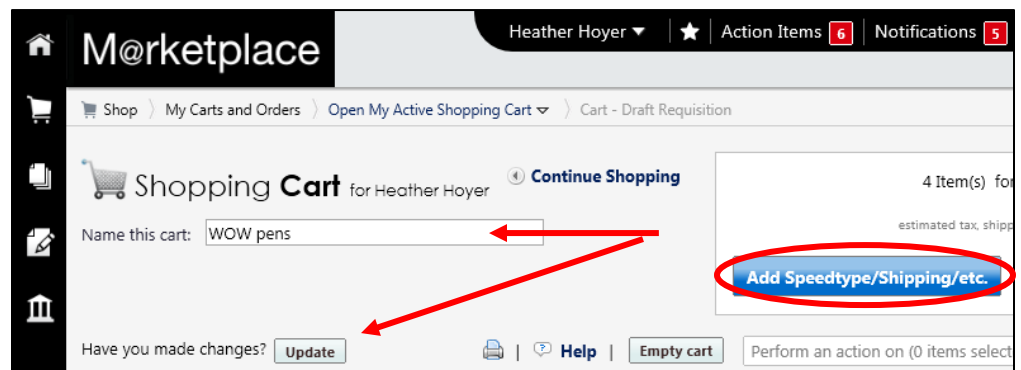
- Once your requisition is displayed, use the **Available Actions** dropdown (located in the upper right corner of the page) to select *Copy to New Cart*.



- Click the **Go** button.

- The items and information from the original requisition are added to a new shopping cart. You can change any of the information in this new shopping cart, including the items, quantities, shipping location, and/or accounting information. Refer to the Step-by-Step Guide [Modifying Shopping Carts](#) for further guidance on changing items and quantities.

- We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click the **Update** button to save your shopping cart's new name.



- If ready, the consolidated shopping cart can now be finalized. Refer to the Quick Step Guide [Adding Details to Shopping Carts \(such as SpeedTypes and Shipping\)](#) for further guidance.