

CU Marketplace How-to: Copying Requisitions into New Shopping Carts ^[1]

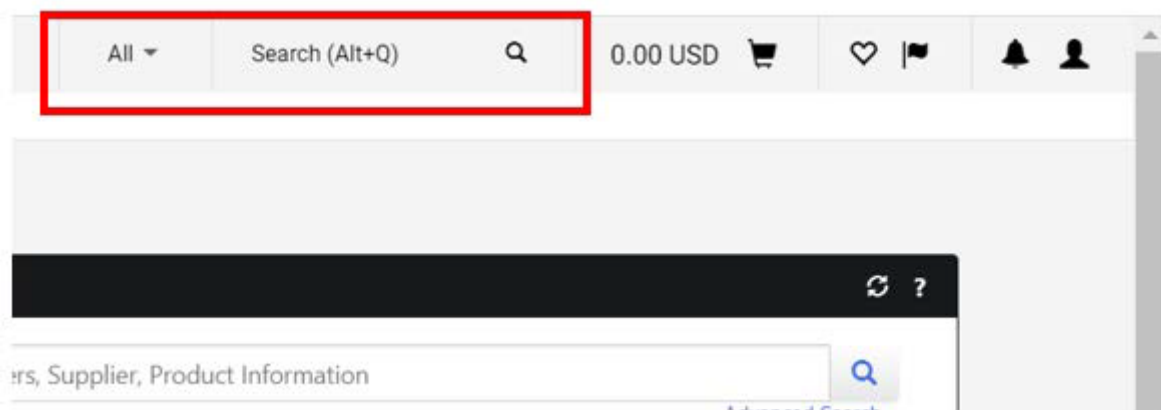
Copying requisitions can be used to create repeat purchase requests. It can also be used to resubmit rejected requisitions, if appropriate. However, the copy feature shouldn't be used to copy punch-out items into a new shopping cart.

Read the procedures

1. 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 ribbon at the top of the screen.



Click in the Search box located in the upper right corner of your screen. Then, use the dropdown to select Requisition Number and enter your requisition # in the next field; click **Search** (magnifying glass).

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 > Search > Search Documents**. (You may need to click the **advanced search** link and select Requisitions from the **Search**

dropdown.)

The screenshot shows a search interface. At the top left, there is a search bar with the text "Search" and a dropdown menu currently set to "Requisitions". To the right of the search bar, the text "simple search" is visible. Below the search bar, there are two sections: "Requisition Identification" and "Requisition Information". Under "Requisition Identification", there are two input fields: "Requisition Number(s)" and "Requisition Name". Under "Requisition Information", there are three radio buttons labeled "Any", "Me", and "Pick...", with "Pick..." being selected. Below the radio buttons is a large input field. At the bottom of the form, there is a "Go to:" link followed by several navigation links: "simple search", "my requisitions", "my purchase orders", "my invoices", and "my forms". A blue "Search" button is located at the bottom right of the form.

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

2. 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*.
3. Click **Go**.
4. 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 [Modifying Shopping Carts](#) [2] for further guidance on changing items and quantities.
5. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click **Update** to save your shopping cart's new name.
6. If ready, the consolidated shopping cart can now be finalized.

Have a question or feedback?

Questions & Feedback [3]

Feedback or Question *

Your Email Address

Submit

Source URL: <https://www.cu.edu/psc/cu-marketplace-how-copying-requisitions-new-shopping-carts>

Links

[1] <https://www.cu.edu/psc/cu-marketplace-how-copying-requisitions-new-shopping-carts>

[2] <https://www.cu.edu/psc/cu-marketplace-how-modifying-shopping-carts>

[3] <https://www.cu.edu/controller/forms/questions-feedback-0>