

## Using Copy to New Cart

Effective April 2019, the **Copy to New Cart** function has been updated to eliminate issues caused by its old functionality.

When now using the **Copy to New Cart** feature, C-FOAPAL information will no longer be copied. A Requestor or Department Account Coder must select a C-FOAPAL from their **Code Favorites** or enter a C-FOAPAL on the new requisition. To further expedite processing when copying to a new cart, the Requestor or Department Account Coder can set up a **Code Favorite** as a Default. Refer to the *Creating and Using C-FOAPAL Code Favorites* job aid for additional information.

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Step	Task
1.	Select a requisition that you would like to replicate. <b>NOTE:</b> If the vendor or line items do not match your needs, do not copy the requisition. Instead, create a new order.
2.	Select <b>Copy to New Cart</b> from Available Actions/Options dropdown.
3.	Click <b>Go</b> .
4.	Click <b>Proceed to Checkout</b> once your draft cart is completed.
5.	Review details of the new requisition, including <b>Ship To</b> .
6.	If you're a Requestor, enter the C-FOAPAL and submit the requisition. If you have a <b>Code Favorite</b> set as a default, it will populate into the requisition. See the <i>Code Favorites</i> job aid to assist with C-FOAPAL entry.  If you're a Shopper, submit the requisition into workflow for the Department Account Coder to enter C-FOAPAL.

**IMPORTANT: Punchout Catalog orders cannot be copied to a new cart. A new order must be created each time.**