

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. NOTE: If the vendor or line items do not match your needs, do not copy the requisition. Instead, create a new order.
2.	Select Copy to New Cart from Available Actions/Options dropdown.
3.	Click Go .
4.	Click Proceed to Checkout once your draft cart is completed.
5.	Review details of the new requisition, including Ship To .
6.	If you are a Requestor, enter the C-FOAPAL and submit the requisition. If you have a Code Favorite 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 are 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.