Re-submitting Rejected Requisitions:

- A majority of the rejected requisitions can be re-submitted by copying the rejected requisition to a new cart.
- Due to Supplier requirements, it’s likely that requisitions that contain Punch-out items cannot be copied and re-submitted. These orders will have to be recreated by re-visiting the Punch-out and submitting a new cart.

1. Via Document Search, locate your “Rejected” requisitions to be resubmitted. **Note:** Punch-out Suppliers do not allow orders to be “copied” these must be recreated by visiting the Punch-out and submitting a new cart.

2. Select the Requisition Number to open the document.
2. From within the Requisition Document, select “Copy to New Cart” from the upper/right pulldown.

3. From within the new Cart:
   A. Rename the cart, if desired.
   B. Select: “Proceed to Checkout”
A. Navigate to the “General” section.
B. Select a “Campus Code” from one of the new values.
A. Navigate to the “Accounting Codes” section.
B. Select a set of “Accounting Codes” for each new value
C. If needed, “Accounting Codes” can be varied by individual line item.
A. Navigate to the “Final Review” section.
B. For a Shopper: Select “Assign Cart” and proceed with typical selection and assignment. For a Requester: Select “Submit Requisition” to complete order.