1. Find the requisition you would like to copy to a new cart. Select “Copy to New Cart” from the Available Actions drop down and click go.
2. From the Shopping Cart view, make any necessary changes to your item(s) and click “Proceed to Checkout” as normal.
3. You will notice that all the “Billing” and Accounting Codes” information is already populated with the information from the old requisition. Add your “General” and “Shipping” information, and make any necessary changes to the other information.
4. Click on “Final Review” and click the “Submit Requisition” button as normal.