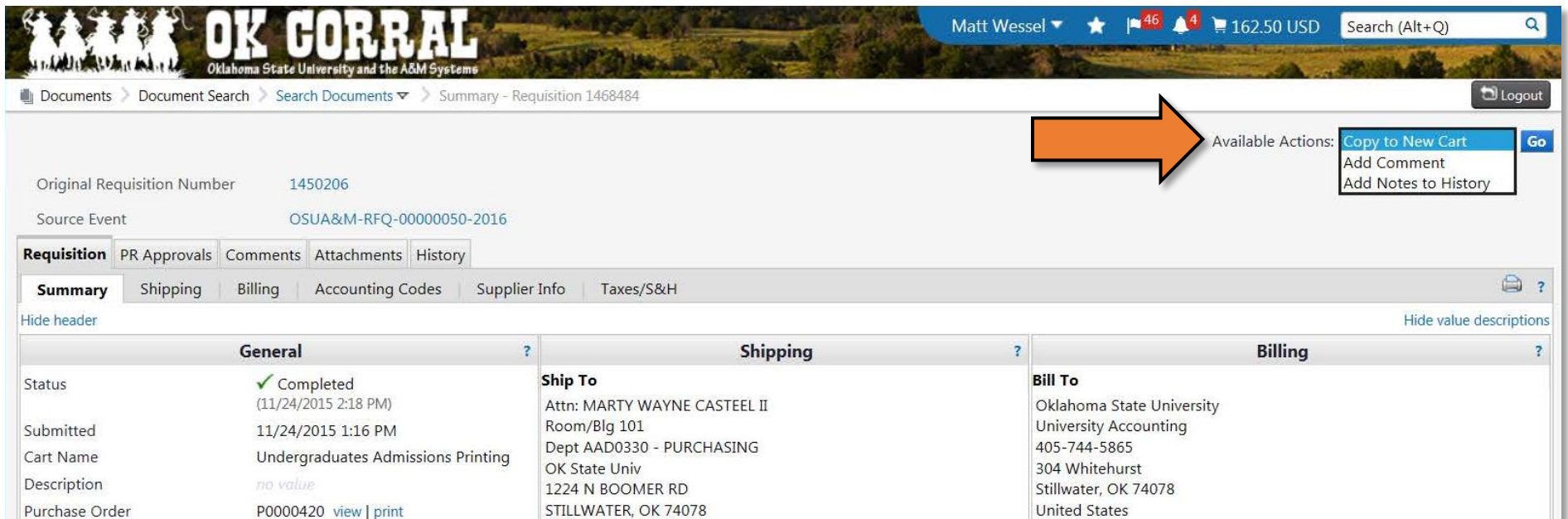


Copying a Requisition to a New Cart

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.



The screenshot shows the OK CORRAL system interface. At the top, there is a navigation bar with the user name 'Matt Wessel', a star icon, a notification bell with '46', a shopping cart icon with '162.50 USD', and a search bar. Below the navigation bar, the breadcrumb trail reads 'Documents > Document Search > Search Documents > Summary - Requisition 1468484'. A 'Logout' button is in the top right corner. The main content area displays the requisition details: 'Original Requisition Number: 1450206' and 'Source Event: OSUA&M-RFQ-00000050-2016'. Below this, there are tabs for 'Requisition', 'PR Approvals', 'Comments', 'Attachments', and 'History'. Under the 'Requisition' tab, there are sub-tabs for 'Summary', 'Shipping', 'Billing', 'Accounting Codes', 'Supplier Info', and 'Taxes/S&H'. The 'Summary' sub-tab is active. A table with three columns: 'General', 'Shipping', and 'Billing' is displayed. The 'General' column shows 'Status: Completed (11/24/2015 2:18 PM)', 'Submitted: 11/24/2015 1:16 PM', 'Cart Name: Undergraduates Admissions Printing', 'Description: no value', and 'Purchase Order: P0000420 view | print'. The 'Shipping' column shows 'Ship To: Attn: MARTY WAYNE CASTEEL II, Room/Blg 101, Dept AAD0330 - PURCHASING, OK State Univ, 1224 N BOOMER RD, STILLWATER, OK 74078'. The 'Billing' column shows 'Bill To: Oklahoma State University, University Accounting, 405-744-5865, 304 Whitehurst, Stillwater, OK 74078, United States'. An orange arrow points to the 'Available Actions' dropdown menu, which is open and shows three options: 'Copy to New Cart', 'Add Comment', and 'Add Notes to History'. A 'Go' button is next to the dropdown.


Original Requisition Number: 1450206
Source Event: OSUA&M-RFQ-00000050-2016

Requisition | PR Approvals | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info | Taxes/S&H

	General	Shipping	Billing
Status	✓ Completed (11/24/2015 2:18 PM)	Ship To Attn: MARTY WAYNE CASTEEL II Room/Blg 101	Bill To Oklahoma State University University Accounting
Submitted	11/24/2015 1:16 PM	Dept AAD0330 - PURCHASING	405-744-5865
Cart Name	Undergraduates Admissions Printing	OK State Univ	304 Whitehurst
Description	no value	1224 N BOOMER RD	Stillwater, OK 74078
Purchase Order	P0000420 view print	STILLWATER, OK 74078	United States

2. From the Shopping Cart view, make any necessary changes to your item(s) and click “Proceed to Checkout” as normal.

 **Shopping Cart** for MARTY WAYNE CASTEEL II [Continue Shopping](#)


Name this cart:

5,800 Item(s) for a total of **29,000.00** USD
subtotal: 29,000.00 USD
estimated tax, shipping & handling: 0.00 USD

[Proceed to Checkout](#) or [Assign Cart](#)

Have you made changes? [Update](#) [Help](#) [Add Non-Catalog Item](#) [Empty Cart](#) [Create New Cart](#) Perform an action on (0 items selected)... [Select All](#)

Matts Purchasing Test Vendor [more info...](#) [Add Non-Catalog Item](#)

Product Description	Unit Price	Quantity	Total
<p>Item added on Jun 6, 2017</p> <p>Undergraduates Admissions Printing </p> <p>Part Number N/A</p> <p>Contract <i>None selected</i> choose contract...</p> <p>Add to Favorites Remove More Actions</p>	5.00 USD EA	<input type="text" value="5,800"/> Update	29,000.00 USD <input type="checkbox"/>

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.

The screenshot displays a requisition management interface. At the top, a progress bar shows the following steps: Billing (checked), Accounting Codes (checked), Internal Notes and Attachments (checked), PO Clauses (checked), and Final Review (warning icon). An orange arrow points to the 'Final Review' step. To the right of the progress bar are buttons for 'Submit Requisition' and 'Assign Cart'. Below the progress bar are links for 'Return to shopping cart' and 'Continue Shopping'. A yellow warning box contains the message: 'Almost ready to go! The list below needs to be addressed before the request can be submitted.' with a sub-item: 'Required field: Campus Code'. Below the warning box is a navigation menu with tabs: Requisition (selected), PR Approvals, PO Preview, Comments, Attachments, and History. Underneath, there are sub-tabs: Summary, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, Supplier Info, and Taxes/S&H. A 'Hide value descriptions' link is visible on the right. The 'General' tab is active, showing a header 'General' with a question mark icon and a sub-header 'These values apply to all lines unless specified by line item'. Below this, the 'Cart Name' is listed as '2017-06-06 wesselm.01' with an 'edit' button.

Progress Bar: Billing (checked), Accounting Codes (checked), Internal Notes and Attachments (checked), PO Clauses (checked), Final Review (warning icon)

Buttons: Submit Requisition, Assign Cart

Links: Return to shopping cart, Continue Shopping

Warning Message: Almost ready to go! The list below needs to be addressed before the request can be submitted.
• Required field: Campus Code

Navigation Menu: Requisition (selected), PR Approvals, PO Preview, Comments, Attachments, History

Sub-tabs: Summary, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, Supplier Info, Taxes/S&H

General Tab: ?
These values apply to all lines unless specified by line item
Cart Name: 2017-06-06 wesselm.01 [edit]

4. Click on “Final Review” and click the “Submit Requisition” button as normal.

Return to shopping cart Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition PR Approvals PO Preview Comments Attachments History

Summary Shipping Billing Accounting Codes Internal Notes and Attachments Supplier Info Taxes/S&H

Hide value descriptions

General		Shipping		Billing	
Cart Name	2017-06-06 wesselm 01 <input type="button" value="edit"/>	Ship To	<input type="button" value="edit"/>	Bill To	<input type="button" value="edit"/>
Description	<i>no value</i>	Attn: Matt Wessel		Oklahoma State University	
Requestor	Matt Wessel	Room/Blg 123		University Accounting	
Priority	Normal	Dept AAD0330 - PURCHASING		405-744-5865	
Shopper	MARTY WAYNE CASTEEL II	OK State Univ		304 Whitehurst	
Employee Family Owned Business	✘	1224 N BOOMER RD		Stillwater, OK 74078	
Certificate of Completion	✘	STILLWATER, OK 74078		United States	
		United States		Credit Card Info	