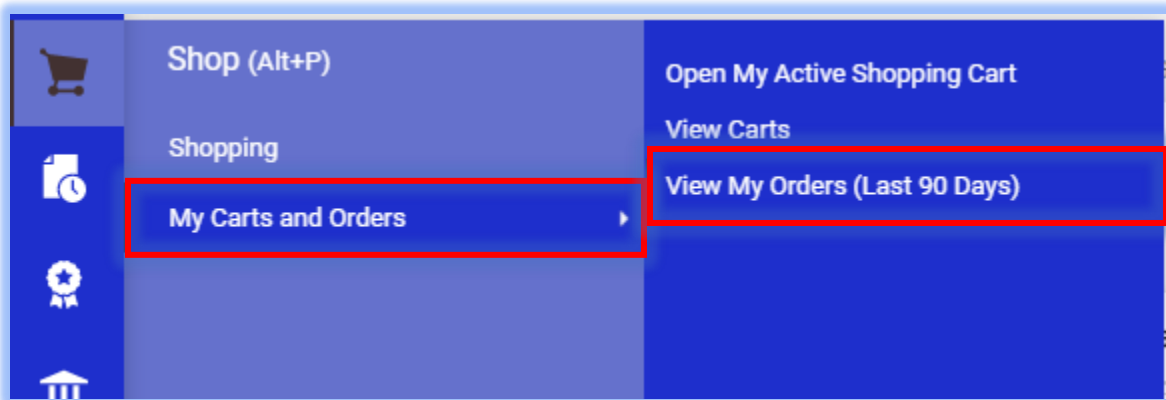# E-Procurement System Tutorial

Copying Carts

This allows the user to copy a previously approved or existing requisition to a new cart. The user is allowed to add additional items or remove items once the copying process is complete.
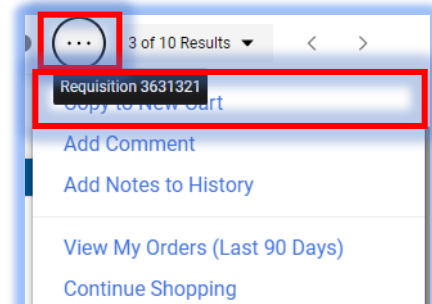
1. Click the **Shopping Cart** icon on the left side toolbar
2. Click **My Carts and Orders**
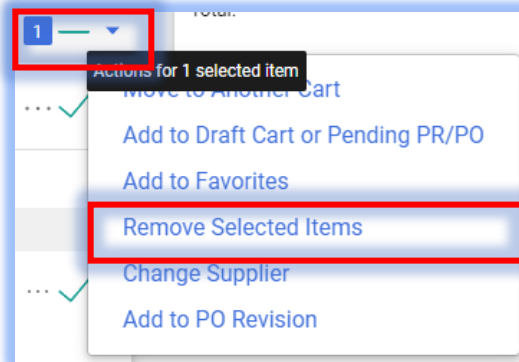3. Click **View My Orders (Last 90 Days)**

4. Click the requisition number of the order you want to copy to the cart

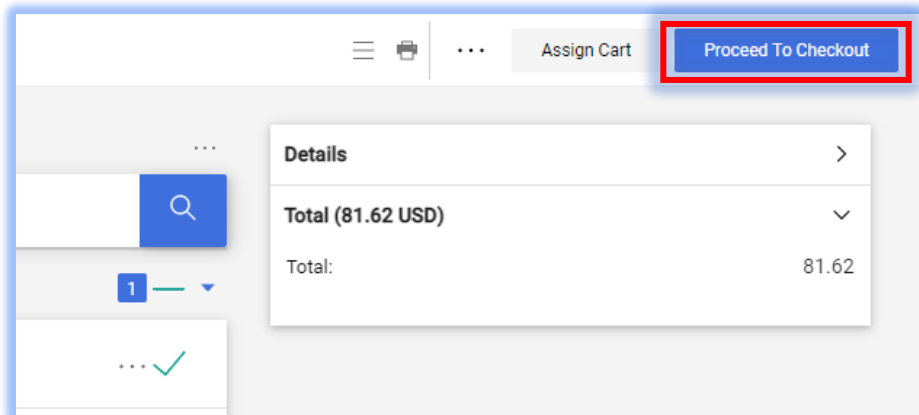5. Click the **menu (the ⋯ in the upper right of the form)** and select **Copy to New Cart**. (PLEASE NOTE: The Copy to New Cart option is behind the Requisition label in the screen shot)

6. The requisition has been copied to the cart
7. Before proceeding to checkout, review the shopping cart to make any necessary edits (ie. Remove Selected Items).
8. If a line item needs to be removed, click on the checkbox located to the far right of each line item. Click the down arrow next to the checkmark at the top right of the line item list and select **Remove Selected Items**.

9. Click **Proceed to Checkout** towards the upper right of the screen.

10. Continue through the usual requisition process to complete the order.