E-Procurement System Tutorial
Copying Carts

E-Procurement is an online system which allows the user to purchase products/services from vendors.

Copying Carts:

This allows the user to copy a requisition to a new cart which has already been approved. The user is allowed to add additional items or remove items once the copying process is complete.

- ➢ Click the shopping cart on the left side toolbar
- ➢ Click **My Carts and Orders**
- ➢ Click **View My Orders (Last 90 Days)**
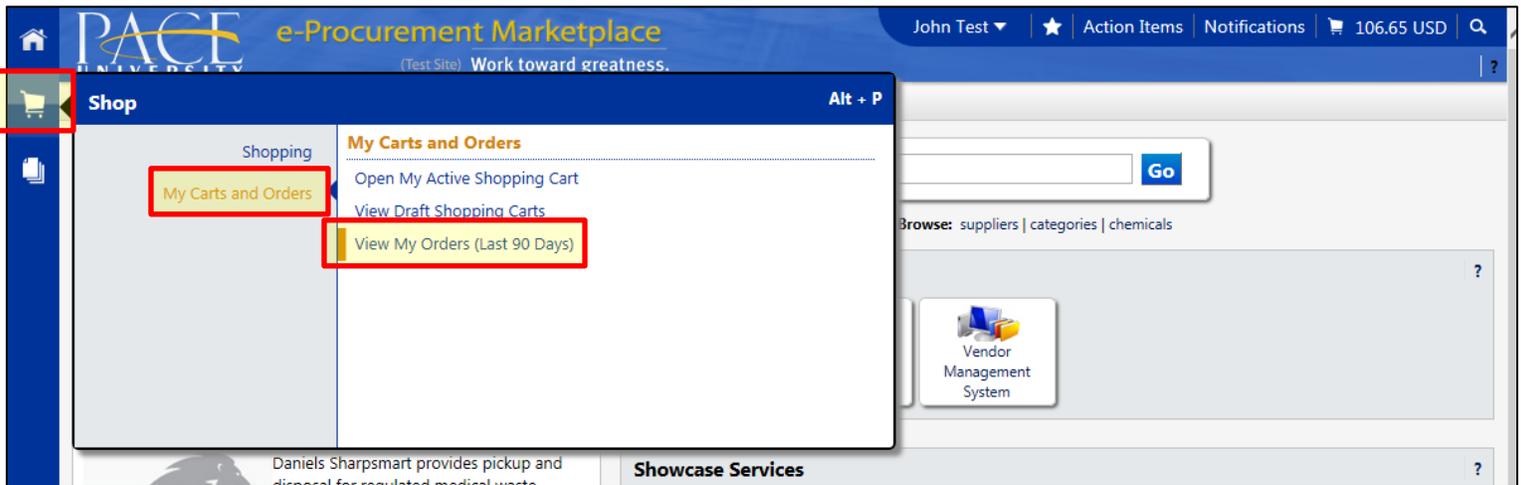
- ➢ Click the requisition number of the order you want to copy to the cart

➢ Click the **Available Actions** drop-down menu and select **Copy to New Cart**
➢ Click **Go**.

➢ The requisition has been copied to the cart.
➢ **Proceed to Checkout** or **Continue Shopping**