

E-Procurement System Tutorial

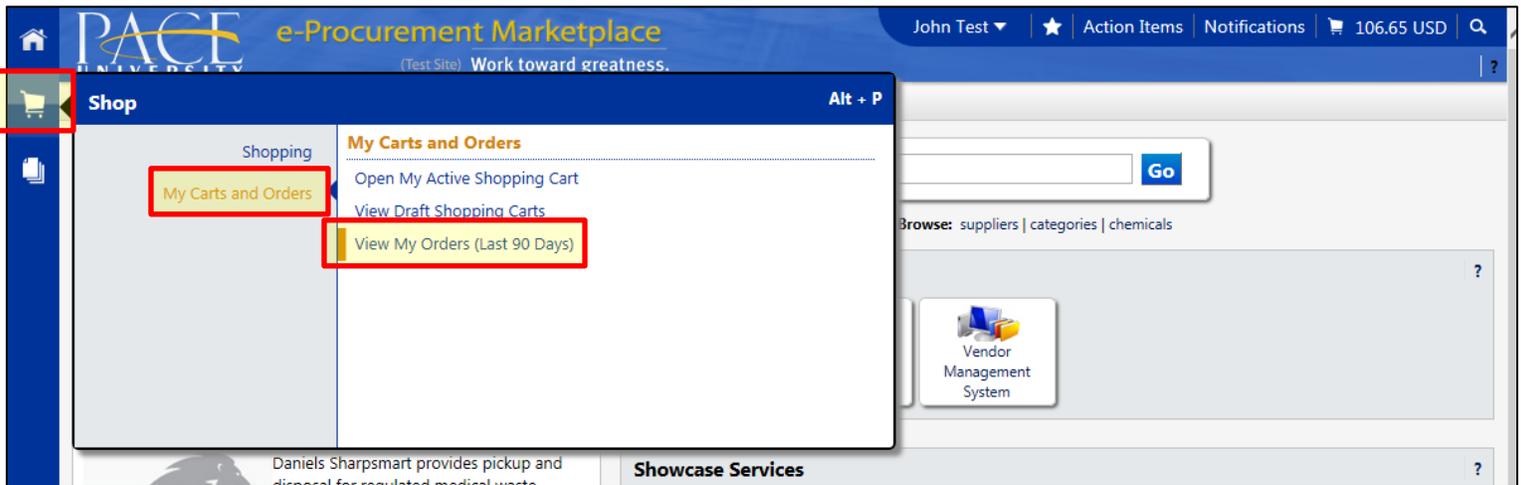
Copying Carts

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 screenshot shows the 'Summary' page for Requisition 94643. The 'Available Actions' dropdown menu is open, showing options: 'Add Comment', 'Add Notes to History', 'Copy to New Cart', and 'Go'. The 'Copy to New Cart' and 'Go' buttons are highlighted with a red box.

General	Internal Info	Supplier Info
Cart Name 2006-10-10 JTEST0000 01 Priority Normal Description no value Prepared by John Test	Internal Note no note Internal Attachments	Note to all Suppliers no note Accounting Date no value Attachments for all suppliers

Ship To	Bill To
Ship To Attention to: +1 (914) 111-2222 jtest0000@pace.edu TEAD HOUSE 235 ELM ROAD TED BRIARCLIFF MANOR, NY 10510 United States	Bill To Pace University Accounts Payable Department PO Box 2500 Briarcliff Manor, NY 10510-0352 United States

Delivery Options
Expedite x Ship Via Best Carrier-Best Way Delivery Date no value

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

The screenshot shows the 'Shopping Cart' for John Test. The cart contains 1 item(s) for a total of 45.44 USD. The 'Continue Shopping' and 'Proceed to Checkout' buttons are highlighted with red boxes.

Name this cart: 2013-12-05 jtest0000 02

Have you made changes? [Update](#)

Staples more info...

You cannot access this item(s) on the supplier's punch-out site because it did not originate from a punch-out session. What does this mean?

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Dec 5, 2013 Ziploc Double-Zipper Bags, 1 Gallon, 1 3/4 mil., Clear, 11 H x 10 1/2 W, 250/Ct Part Number 458110 Manufacturer Info 94602 - (Diversey, Inc.)	45.44 USD CT	1 Update	45.44 USD

[Remove](#) [view cart history](#)