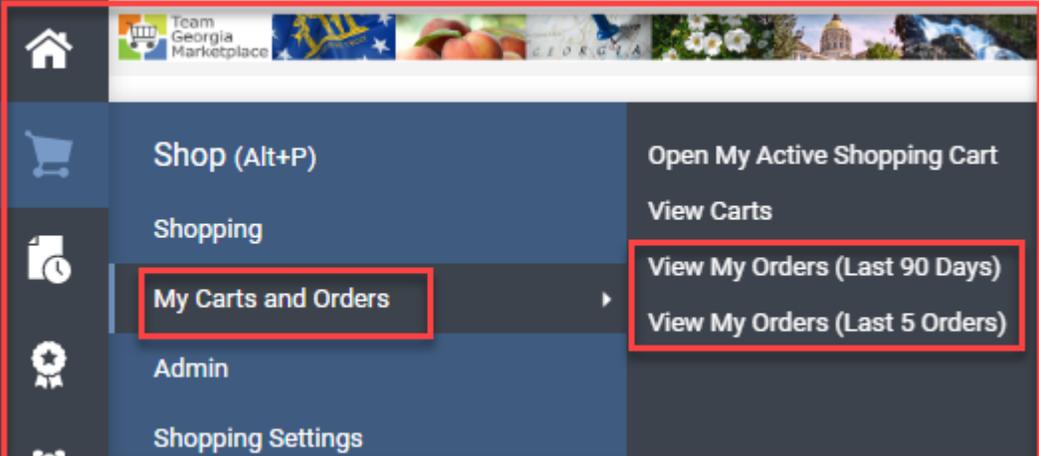
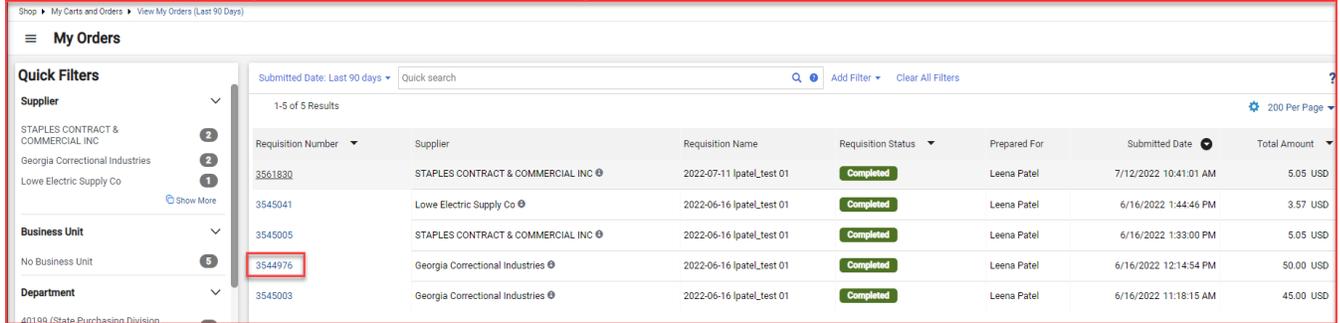


Copy Cart

This document outlines the process to copy a cart or order in the Virtual Catalog.

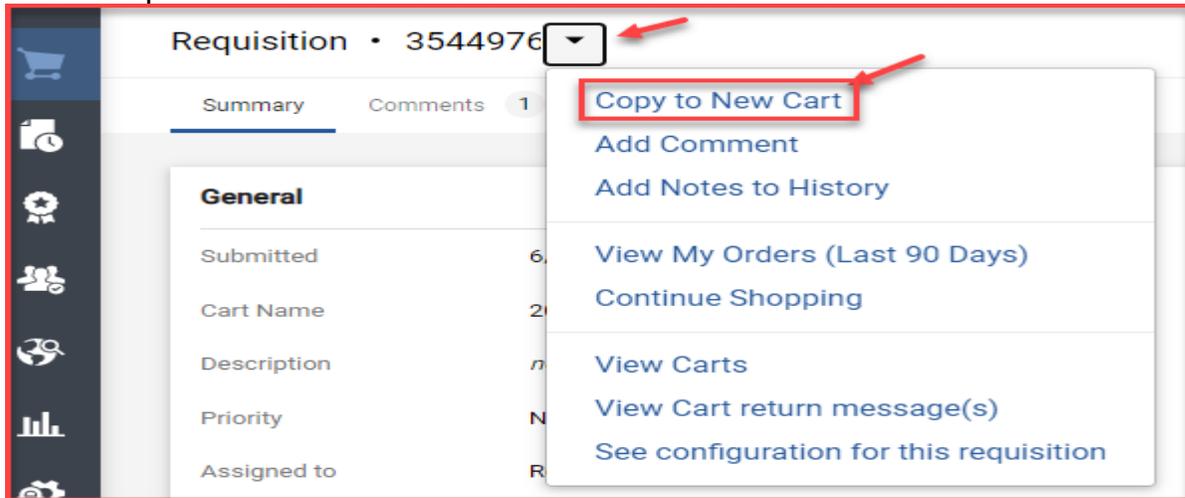
Step #	Action
	<p>*IMPORTANT*: POs that were created with items from the virtual catalog should be copied using the virtual catalog application. If you purchased the items from virtual catalogs and used the supplier's website by punching out to their site (for example, the way you do with STAPLES) you SHOULD NOT USE the copy function described below. Those punchout suppliers update their prices almost daily and you must punch out to their site each time in order to get the correct price. Hosted catalogs automatically grab any price updates that have been made since you created the original requisition.</p>
1	<p>Sign into Team Georgia Marketplace Window Shopper. If you have not created a User ID and Password, Select The "Click Here" Link and Complete the Associated Form.</p> 
2	<p>If you want to copy a requisition you created in the past, it's really very simple! You start the way you normally do by creating a requisition in PeopleSoft, naming your cart, then clicking on the Virtual Catalogs link to open up the virtual marketplace. Once there, navigate to My Carts and Orders from the left menu bar and select Last 5 Orders or Last 90.</p> 

3 You can then filter your results by a date range, or a supplier name (you must use the select supplier button to search by supplier name), or whatever search criteria you wish to use on the left side of the screen. After you select the criteria, click search. Then look through the list of requisitions and find the one you want to copy. Click on the requisition number to open it.



Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
3561830	STAPLES CONTRACT & COMMERCIAL INC	2022-07-11 (patel_test 01)	Completed	Leena Patel	7/12/2022 10:41:01 AM	5.05 USD
3545041	Lowe Electric Supply Co	2022-06-16 (patel_test 01)	Completed	Leena Patel	6/16/2022 1:44:46 PM	3.57 USD
3545005	STAPLES CONTRACT & COMMERCIAL INC	2022-06-16 (patel_test 01)	Completed	Leena Patel	6/16/2022 1:33:00 PM	5.05 USD
3544976	Georgia Correctional Industries	2022-06-16 (patel_test 01)	Completed	Leena Patel	6/16/2022 12:14:54 PM	50.00 USD
3545003	Georgia Correctional Industries	2022-06-16 (patel_test 01)	Completed	Leena Patel	6/16/2022 11:18:15 AM	45.00 USD

4 Click drop down chevron and then click on COPY TO NEW CART.



Requisition • 3544976

Summary Comments 1

General

Submitted 6

Cart Name 2

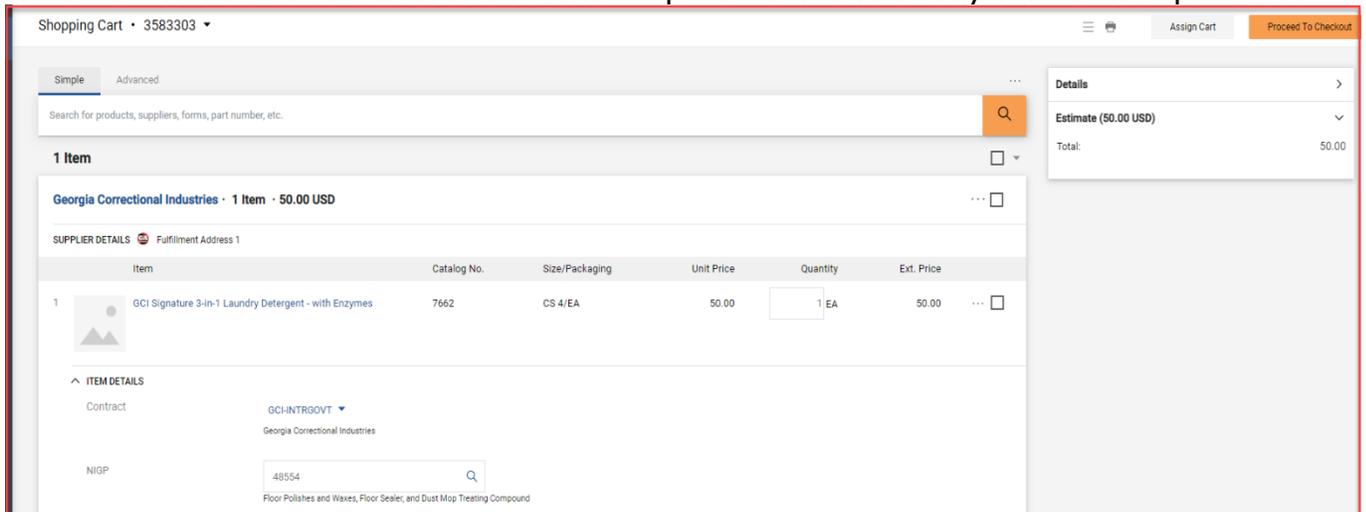
Description 7

Priority N

Assigned to R

- Copy to New Cart
- Add Comment
- Add Notes to History
- View My Orders (Last 90 Days)
- Continue Shopping
- View Carts
- View Cart return message(s)
- See configuration for this requisition

5 New cart will be created with all items copied over and ready for further process.



Shopping Cart • 3583303

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

Georgia Correctional Industries • 1 Item • 50.00 USD

SUPPLIER DETAILS Fulfillment Address 1

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	7662	CS 4/EA	50.00	1 EA	50.00

ITEM DETAILS

Contract GCI-INTRGOVT Georgia Correctional Industries

NIGP 48554 Floor Polishes and Waxes, Floor Sealer, and Dust Mop Treating Compound

Details

Estimate (50.00 USD)

Total: 50.00

End Process.