

Copy Cart

	This document outlines the process to	copy a cart or order in the Virtual Catalog.	
<u>Step #</u>		Action	
IMPORTANT: POs that were created with items from the virtual catalog should be		th items from the virtual catalog should be copied	
	using the virtual catalog application. If you purchased the items from virtual catal		
	and used the supplier's website by punching out to their site (for example, the way ye		
	do with STAPLES) you SHOULD NOT USE the copy function described below.		
	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.		
1	1Sign into Team Georgia Marketplace Window Shopper. If you have not created		
	ID and		
	Password, Select The "Click Here" Link and Complete the Associated Form.		
	Team deorgia Marketplace		
	State of Georgia SIGN IN Welcome To Team Georgia Marketplace! Existing Users: Please enter your user name and password below (fields are case-sensitive). New Users: Please Click Here for access. You will be provided with details on how to access this site. User Name Password Forgot your Password? EXAMIN		
2	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		
	Georgia Marketplace		
	Shop (Alt+P)	Open My Active Shopping Cart	
	Shopping	View Carts	
		View My Orders (Last 90 Days)	
	my carts and orders	View My Orders (Last 5 Orders)	
	Admin		
	Shopping Settings		



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. \equiv My Orders **Quick Filters** Submitted Date: Last 90 days 👻 Quick search Q Ø Add Filter - Clear All Filters ~ 🗎 Supplier 1-5 of 5 Results 200 Per Page STAPLES CONTRACT & COMMERCIAL INC 2 Requisition Number Requisition Status 🔻 Supplier Requisition Name Prepared For Submitted Date 💿 Total Amount Seorgia Correctional Industries 2 STAPLES CONTRACT & COMMERCIAL INC 0 2022-07-11 lpatel_test 01 Completed 7/12/2022 10:41:01 AM 5.05 USD 3561830 Leena Patel Lowe Electric Supply Co 1 C Show More 3545041 Lowe Electric Supply Co 🖯 2022-06-16 lpatel_test 01 Completed Leena Patel 6/16/2022 1:44:46 PM 3.57 USD \sim **Business Unit** 3545005 STAPLES CONTRACT & COMMERCIAL INC 0 2022-06-16 lpatel_test 01 Completed Leena Patel 6/16/2022 1:33:00 PM 5.05 USD 5 No Business Unit 3544976 Georgia Correctional Industries 0 2022-06-16 lpatel_test 01 Completed Leena Patel 6/16/2022 12:14:54 PM 50.00 USD Department Georgia Correctional Industries 0 2022-06-16 lpatel_test 01 Completed Leena Patel 6/16/2022 11:18:15 AM 3545003 45.00 USD 4 Click drop down chevron and then click on COPY TO NEW CART. Requisition • 3544976 • Copy to New Cart Summary Comments 1 G Add Comment Add Notes to History General õ View My Orders (Last 90 Days) Submitted 6 $\Omega_{\rm c}$ **Continue Shopping** 21 Cart Name 39 Description View Carts n View Cart return message(s) Priority N II. See configuration for this requisition Assigned to R 5 New cart will be created with all items copied over and ready for further process. Shopping Cart • 3583303 • = e Assign Cart Simple Advanced Details > Q Search for products, suppliers, forms, part number, etc. Estimate (50.00 USD) Total: 50.00 1 Item \square Georgia Correctional Industries · 1 Item · 50.00 USD · 🗆 SUPPLIER DETAILS
Fulfiliment Address 1 Item Catalog No. Size/Packaging Unit Price Quantity Ext. Price GCI Signature 3-in-1 Laundry Detergent - with Enzymes 7662 CS 4/EA 50.00 1 EA 50.00 ... ∧ ITEM DETAILS Contract GCI-INTRGOVT Georgia Correctional Industries NIGP Q 48554 Floor Polishes and Waxes, Floor Sealer, and Dust Mop Treating Compound End Process.