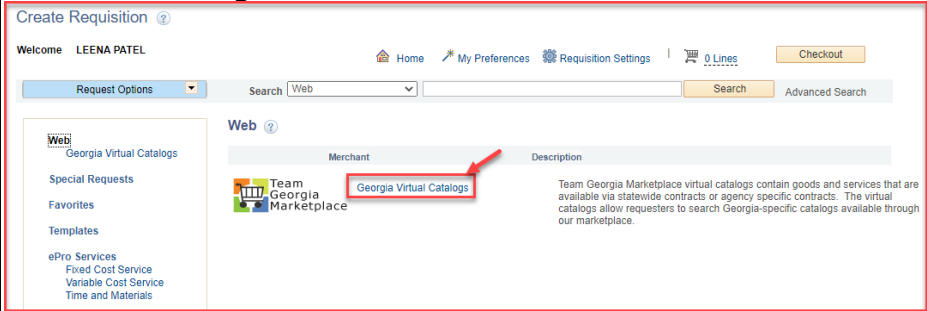
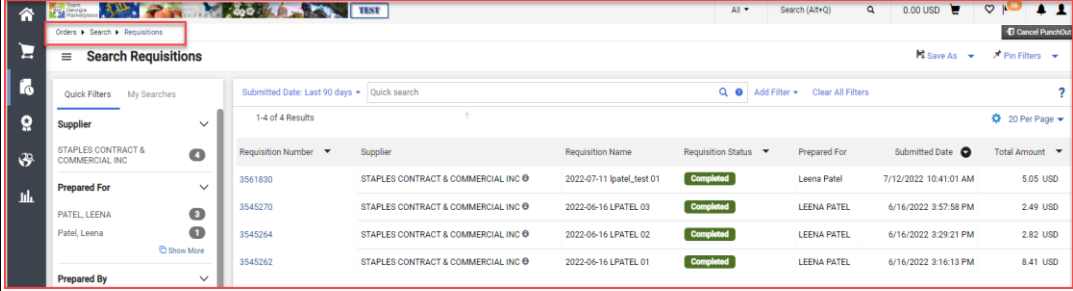
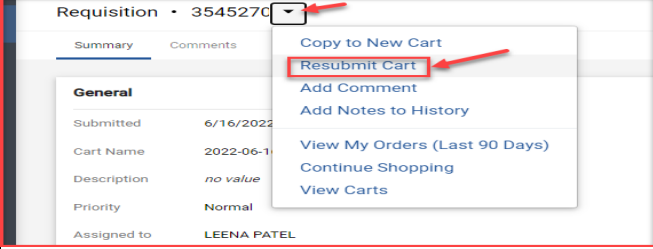
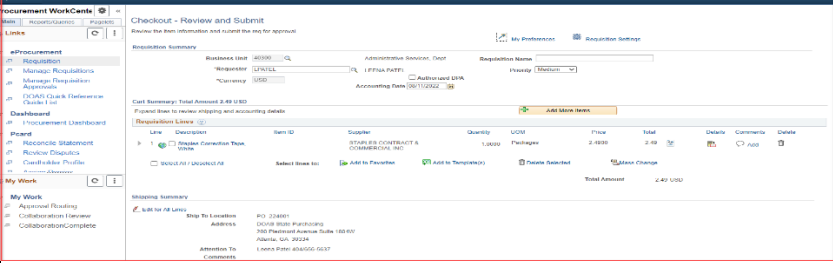


Resubmit Lost Cart

This document outlines the process for Requester has lost the cart and needs to resubmit.

Step #	Action
1	<p>Sign into TeamWorks and go to eProcurement > Requisition> punch out to Georgia Virtual Catalog.</p> 
2	<p>Go to Orders > Search > Requisitions. Click on the Requisition number you lost.</p> 
3	<p>Click the drop down chevron and click on Resubmit Cart.</p> 
4	<p>Cart will be resubmitted in People Soft. Proceed with creating requisition in Team Works People Soft.</p> 
	<p>End Process.</p>