## How to Copy Items to New Cart:

At the top right, in the User Profile which will reflect Your Name, select 'My Recently Completed Carts' from the drop-down menu

UCIBuy		Your Name 🗕 🛨 🏓 2 ,
Image: Shop >     Shopping Home →     >     Shopping in UCIBuy		Your Name
Shopping in UCIBuy Dashboard Actions -		View My Profile Dashboards
📜 Shop General Search - All Hosted Catalog Content 🥴 🤉	Shopping Ti	Manage Searches
Search Everything Product Keywords, Description, Supplier, A Q Advanced Search		Set My Home Page Search Help For A Solution
Shortcuts   Favorites Forms   Quick Order	Remember	My Recently Completed Carts

- Locate the desired Requisition No under Requisition Name (reference same Cart description as indicated in Description field on the Rapid Requisition in KFS)
- **Open** the corresponding Requisition by selecting the numerical link Note: Requisition No.'s in this screen do not correspond to any Requisition Document numbers in KFS.

My Recent Requisitions						
Status	Requisition No.	Requisition Name	Requisition Date/Time	<b>Requisition Total</b>		
~	1255541	2014-12-01 BNIEMAND 01	12/1/2014 11:03 AM	2,250.70 USD	resubmit cart	
~	1255511	12.01.14 LifeTech Punchout 2.1	12/1/2014 10:50 AM	401.47 USD	resubmit cart	
× (	1249090	2014-11-14 BNIEMAND 02	12/1/2014 9:19 AM	620.66 USD	resubmit cart	
~	1246335	2014-11-10 BNIEMAND 01	11/10/2014 10:54 AM	191.40 USD	resubmit cart	
$\checkmark$	1241537	2014-10-30 BNIEMAND 01	10/30/2014 4:35 PM	1,490.00 USD	resubmit cart	

• Top right of screen, use the Available Actions box and select Copy to New Cart.



## **Final Steps:**

- Rename and review the contents of your new cart.
- Before Creating KFS Requisition, remove any catalog items causing the error, from the new cart.
- Shop for any additional items by selecting 'Continue Shopping'
- Complete the Rapid Requisition in KFS as usual, and submit for electronic approval.