The following instructions outline the steps for copying an existing shopping cart. Copying a shopping cart is a great time-saver and can be useful for orders that are routinely placed (e.g., copy paper). You can change existing field information such as Functional Area, Product Category, Quantity, Net Price etc.

Note: Do not copy Shopping Carts that contain Fixed Assets.

1. Locate the Shopping Cart you wish to copy on the Home Page. Click the gray box to the left of the first line item of the shopping cart number to select/highlight the shopping cart.

2. Click **"Copy"** button.

3. A copy of the Shopping Cart opens in a new window. [Note: The copied shopping cart displays a new number and can be re-named up to 40 characters]. Upon completion of any necessary changes to the shopping cart, click "Check" to validate the fields entered, then click "Order" to submit the Shopping Cart.