

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.

Shopping Carts [All \(45\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#)

Shopping Carts - All

Show Quick Criteria Maintenance

View: [Standard View] | [Create Shopping Cart](#) [Copy](#) [Display](#) [Edit](#) [Delete](#) [Order](#) [Create Confirmation](#) [Print Preview](#) [Refresh](#) [Export](#)

Shopping Cart Number	Shopping Cart Name	Item Number	Item Name	Status	Created On	Quantity
<input type="checkbox"/> 1000002489	How to copy a Shopping Cart	1	PAPER BOND 8.5X11" WHITE 20# 10/CSE	Approved	08/27/2013 15:49:35	15
<input type="checkbox"/> 1000002489	How to copy a Shopping Cart	2	BINDER 3 RING STIFF COVER 1" CAP, BLACK	Approved	08/27/2013 15:49:35	10

2. Click "Copy" button.

Shopping Carts - All

Show Quick Criteria Maintenance

View: [Standard View] | [Create Shopping Cart](#) [Copy](#) [Display](#) [Edit](#) [Delete](#) [Order](#) [Create Confirmation](#) [Print Preview](#) [Refresh](#) [Export](#)

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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.

Copy Shopping Cart |History BackForward

Create Shopping Cart

Number 1000002490 Document Name LAUSD204 08/27/2013 15:53 Status In Process Created On 08/27/2013 15:53:45 Created By LAUSD204

[Order](#) [Close](#) [Print Preview](#) [Save](#) [Check](#)

General Data

Buy on Behalf of:

Name of shopping cart:

Default Settings: [Set Values](#)

Header Data: [Values](#)

Approval Process: [Display / Edit Agents](#)

Budget: [Display](#)

Document Changes: [Display](#)

Delivery Priority:

Preferred Vendor:

Competitive: *

PO Event Type: *

Approval Note

I certify that, to the best of my knowledge, I have not violated any applicable State laws, rules, or Board policies regarding contracting/ procurement activities and I have not violated any conflict of interest requirements. Additionally, as part of the recently approved Board of Education "Buy District" Resolution, I have checked the availability of the requested items from the LAUSD's General Stores Distribution Supplies and Equipment Catalog (Stores Catalog) in the new SAP system. I understand that if I need clarification on any of the above, I must seek information from the Procurement Services Division Office.

Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Ty
* 1	Material	6452141170	PAPER BOND 8.5X11" WHITE 20# 10/CSE	64521	BOND PAPER (INCLUDING RECYCLED)	15	CSE	33.99 USD		
* 2	Material	6150969075	BINDER 3 RING STIFF COVER 1" CAP, BLACK	61500	OFFICE/SCHOOL STATIONERY SUPPLIES	10	EA	1.25 USD		
* 3	Material	6150969120	BINDER 3 RING STIFF COVER 1" CAP, RED	61500	OFFICE/SCHOOL STATIONERY SUPPLIES	15	EA	1.50 USD		