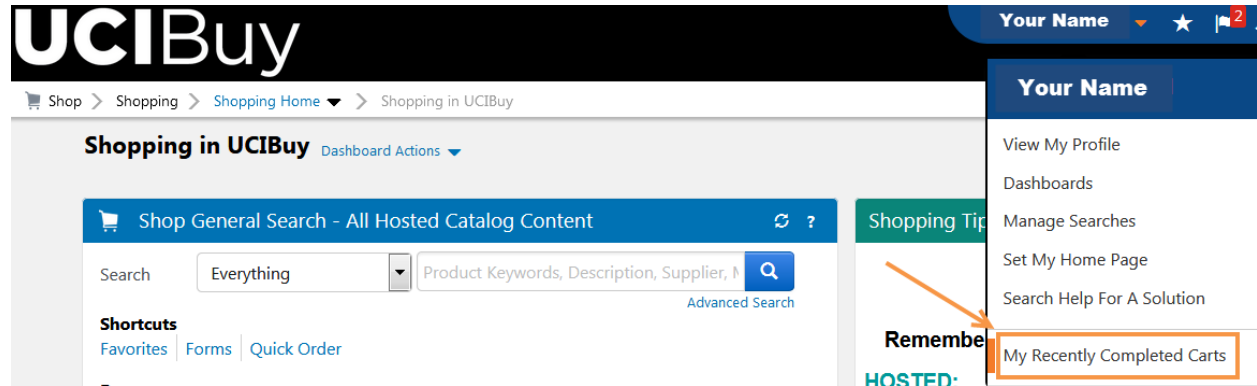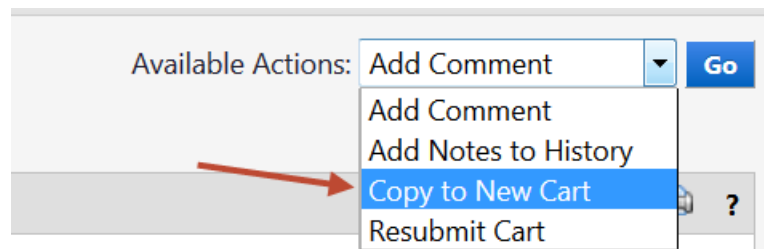## How to Copy Items to New Cart:

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

- **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.

- 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.