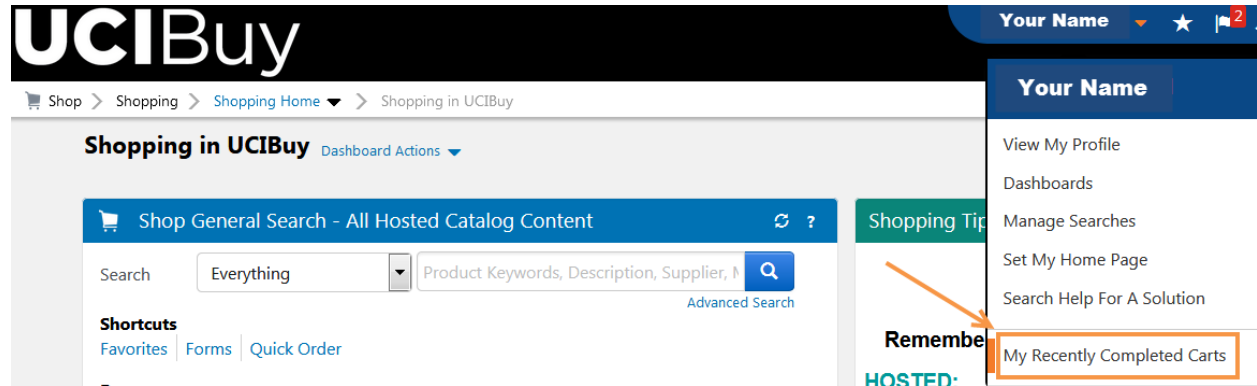


How to Copy Items to New Cart:

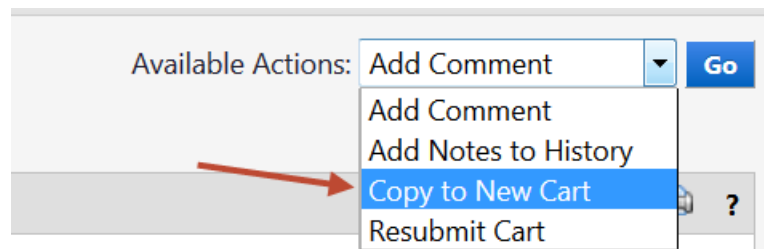
At the top right, in the User Profile which will reflect Your Name, select 'My Recently Completed Carts' from the drop-down menu



- **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.

Status	Requisition No.	Requisition Name	Requisition Date/Time	Requisition Total	
✓	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
✓	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.