

Copying a Requisition for Quick Ordering

Copying a requisition allows you to quickly reuse the information on a previously submitted requisition and, if necessary, make adjustments prior to submitting your new order.

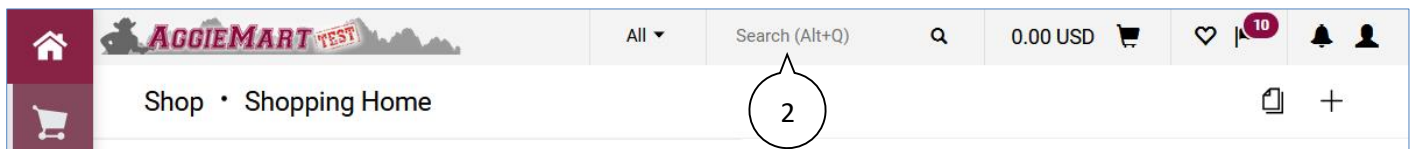
When you can use the Copy Functionality

- ❖ For **Non-Catalog** Requisitions
- ❖ For **Form-based** Requisitions

Exclusions to the Copy Functionality

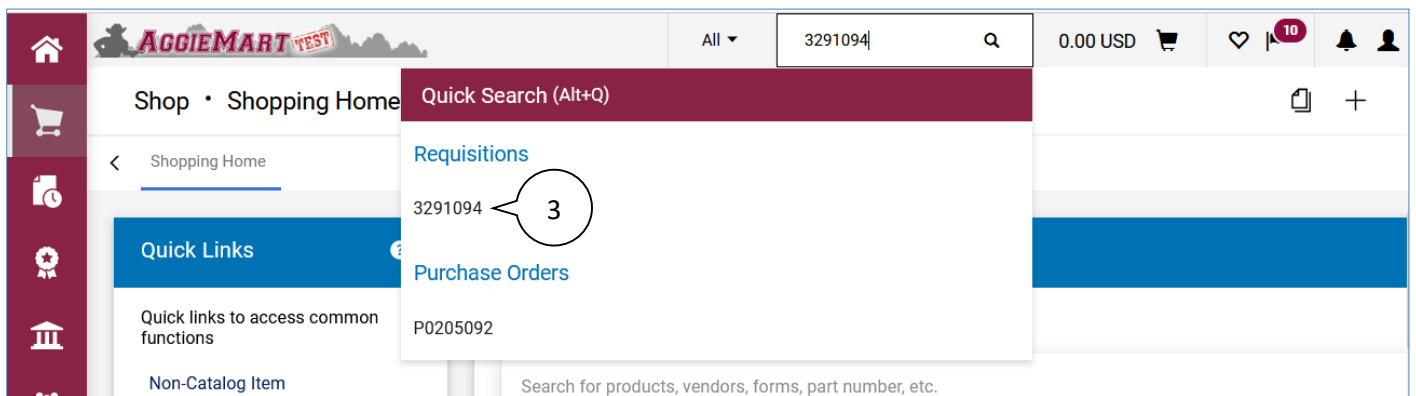
- ❖ Not for **Catalog** activity. Catalog vendor orders are excluded from this functionality and requires a new Cart to be built each time.

1. Login to **myNMSU** → Click the **AggieMart** link  on the left side of the screen.



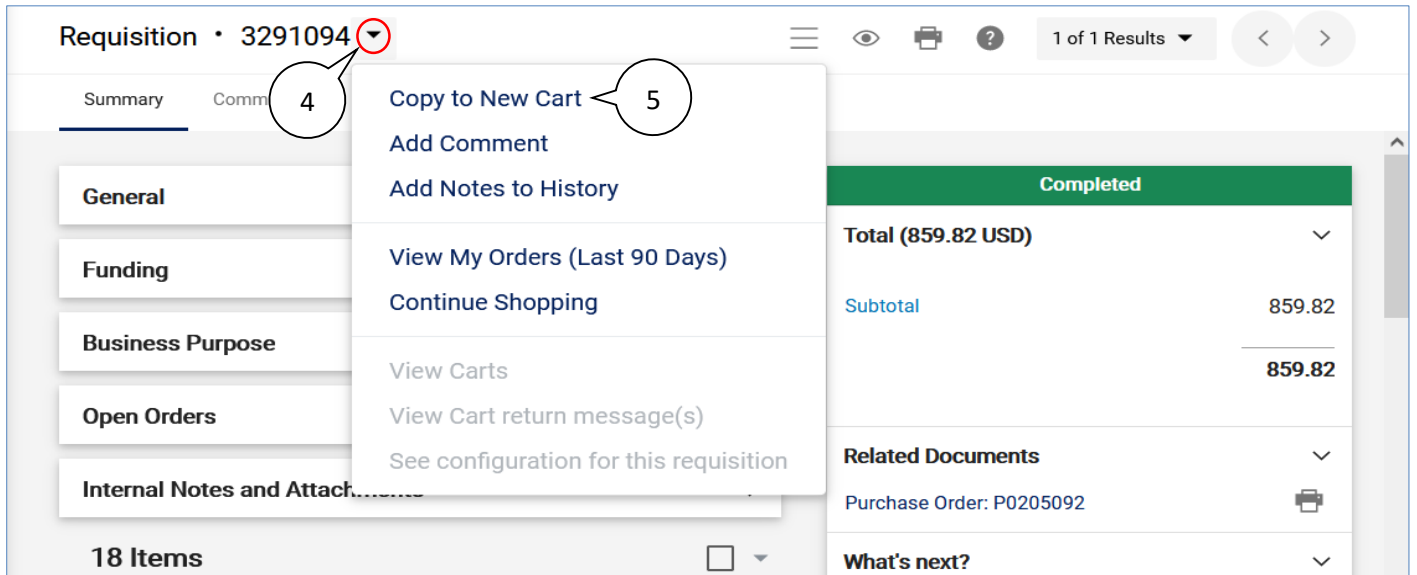
2. From the AggieMart home page → Enter the **Requisition#** in the **Quick Search** box → Press **Enter**.

A list will appear which shows all documents associated with the **Requisition**:



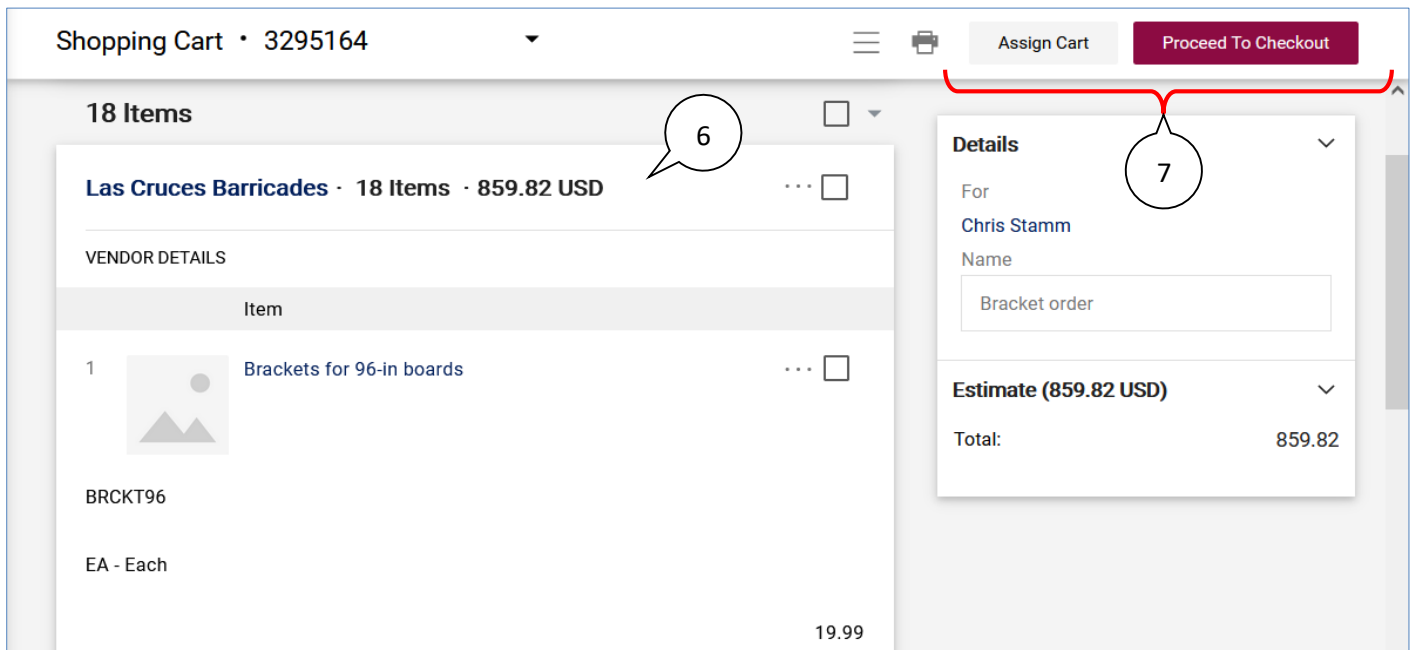
3. Click on the **Requisition number**.

The **Requisition** screen is displayed:



4. Click the **Requisition drop-down arrow**.
5. Click **Copy to New Cart**.

You will see the previous requisition’s contents in your new **Shopping Cart**.



6. Make any necessary adjustments to the order such as quantity, price (if applicable), remove or add items, etc.
7. Click **Proceed to Checkout** or **Assign Cart**. *Note: the options available to you depend on your role in AggieMart. A Purchaser (**Shopper+**) will see both options, whereas a Requester (**Shopper**) will see only Assign Cart.*