Copying a previous cart/order for Virtual Catalog items

*IMPORTANT*: POs that were created with items from the virtual catalog should be copied using the virtual catalog application.

*VERY IMPORTANT*: If you purchased the items from virtual catalogs and used the supplier's website by punching out to their site (for example, the way you do with Dell, HP or IBM) you SHOULD NOT USE the copy function described below. Those suppliers update their prices almost daily and you must punch out to their site each time in order to get the correct price. Hosted catalogs automatically grab any price updates that have been made since you created the original requisition.

Question: I have a monthly order that is almost exactly the same each month. How do I copy an order I've already submitted?

If you want to copy a requisition you created in the past, it's really very simple! You start the way you normally do by creating a requisition in PeopleSoft, naming your cart, then clicking on the Virtual Catalogs link to open up the virtual marketplace.

Once there, navigate to My Carts and Orders from the left menu bar and select Last 5 Orders or Last 90 Days.
You can then filter your results by a date range, or a supplier name (you must use the select supplier button to search by supplier name), or whatever search criteria you wish to use on the left side of the screen.

After you select your criteria, click search. Then look through the list of requisitions and find the one you want to copy. When you find it, click on the requisition number to open the requisition.