Quick Reference Guide: Requester has lost the cart and needs to resubmit

This document provides the steps when a requester has pulled a cart into a requisition, however, the requisition did not save in PeopleSoft and needs to be resubmitted.

1. Click eProcurement > Create Requisition

2. Click the **Continue** button to move forward to Step 2: Add Items and Services.

3. Click the **Blue Tab** that reads: Web > Georgia Virtual Catalogs.

4. Scroll over the document search icon on the left menu bar. Select Search Documents in the pop-up window.

5. Click the advanced search link:

6. Select Requisition in the Search drop down menu.
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7. Enter the shopper’s name in the Participant(s) field. Select the name as it appears. Scroll to the top of the page and click the Go button. You may need to narrow down the results by using the date range field.

8. Click on the Requisition Number, which is also the cart number, to open the requisition.

9. If this is the cart you wish to create a requisition for, select Resubmit Cart from the Available Actions list and click Go.

10. This will bring the entire cart back in to the PeopleSoft requisition.
11. Click on the Review and Submit tab.

12. Click the Save and Preview Approvals button before making any additional changes to ensure the requisition will save.

13. Click the Edit Requisition button to make additional needed changes to the requisition.