### Copy BearBuy Cart

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| 1. | **My Active Carts** can also be used to search for a user's cart for the past 30 days regardless of status.  
This includes carts that are pending approval, completed, partially completed, and rejected.  
To see carts for a different time period, use the PR(?) History search function. To see all pending Carts, you may select the Pending Carts link on the home page under Action Items>My Orders. |
| 2. | The **History** section provides users with the ability to view orders by selecting either the Purchase Order or Cart tab.  
The option to search by PO Number, Cart Name, Cart Number or Supplier Name is available.  
A list of orders will open enabling a user to select and view a cart in order to copy the order. |
| 3. | Another way to view Cart activity is to use the **Action Items My Orders** feature.  
This section shows pending and recent completed carts, requisitions, you have submitted. Completed items are those that have completed the cart, requisition, or purchase order process (as appropriate) within the last 90 days.  
The collapsed heading indicates an asterisk (*) if there are any items in this section. |
| 4. | In this example we will find a cart by using the Cart tab to view recent carts.  
Click the **carts** object. |
| 5. | Click the **my recent carts** object. |
| 6. | My Recent Cart shows the user's five most recent carts.  
The user may resubmit the cart directly from this screen, as well as click on the cart to view details.  
Click the **my recent carts** object. |
7. My Recent Carts list the most recent carts.  
   In this example the cart name identifies the cart I want to copy.  
   Click the **402451** link.

8. The **Supplier/Line Item Details** page appears in order to view the previous order.  
   This page will help you confirm this is the cart you want to copy.

9. In order to select the **Copy** cart feature in BearBuy use the Available Actions dropdown menu.  
   Click the **Available Actions** list.

10. Click the **Copy to New Cart** list item.

11. Click the **Go** button.

12. The Supplier/Line Item Details page appears.  
   Although this page references the new cart name and date; the item description and details were copied over.

13. In this example, we want to change the quantity we want to order.  
   Click the **Quantity box**.

14. Enter the desired information into the **EA** field. Enter a valid value e.g. "6".

15. In this example, we want to enter a unique cart name to easily identify this order.  
   Click in the **Cart Name** field.

16. Enter the desired information into the **Cart Name** field. Enter a valid value e.g. "CopyPaperBlue6/10/10".

17. Click the **Save** button.

18. The option to Add Products, Assign the Cart or Return to BFS is now available.  
   **End of Procedure.**