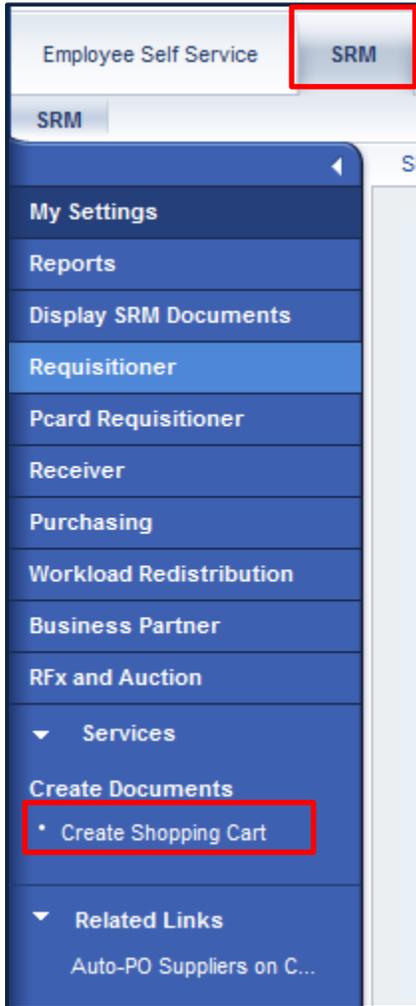


## Create a New Shopping Cart using an Approved Shopping Cart

Use this procedure when you want to create a Shopping Cart using line items from a Shopping Cart(s) you have created in the past or from a template you have created and saved.

1. Log into SRM via the web address [www.myworkplace.state.pa.us](http://www.myworkplace.state.pa.us)
2. Select the SRM tab
3. Select Requisitioner from the left navigation pane
4. Select Create Shopping Cart from the Services workset



5. Select the Old Shopping Carts and Templates link

**Shop in 3 steps: Step 1 (Select Goods/Service)**

◀ Previous | Next ▶ | Order | Close

1 Select Goods/Service      2 Shopping Cart (empty)      3 Complete and Order

Find:  Go

Browse: **Old Shopping Carts and Templates**  
[Internal Goods/Services](#)      [CI WEBSITE - VIEW ONLY](#)      [COPA INTERNAL ECATALOG DGS - 1500](#)  
[MRO - ARBILL - SAFETY](#)      [MRO - Grainger, Gen Electric](#)  
[MRO - Schaedler - Electrical and Sylvania](#)      [MRO - Wesco - Phillips](#)  
[Material/Service Contract Catalog\(MSCC\)](#)      [UniqueSource Products & Services](#)  
[VWR LAB SUPPLIES](#)

Free Text: [Describe what you need](#) If you cannot find it above

6. A dialog box will display for you to enter the search criteria. Once your criteria is entered, select the SEARCH button

**Add Items from Old Shopping Carts and Templates**

Number of Shopping Cart: 11623597      Name of Shopping Cart:

Item Description:       Time Frame:

Product Category:        Include Product Category Hierarchy:

Include Completed Shopping Carts:       Bought on Behalf:

External Requirement:       Status:

Search      Cancel

7. Select the arrow next to the Shopping Cart name to expand the line items
  - a. If you want to order the entire cart, select the *gray* box next to the Shopping Cart name and select the OK button
  - b. If you want to order only certain line items, select the *gray* box next to only those line items and select the OK button

**Add Items from Old Shopping Carts and Templates**

Number of Shopping Cart:  Name of Shopping Cart:

Item Description:  Time Frame:

Product Category:  Include Product Category Hierarchy:

Include Completed Shopping Carts:  Bought on Behalf:

External Requirement:  Status:

**Search**

**Search Results: 1 Shopping Carts**

Name / Number	Created on	Description	Quantity	Unit	Net / Total Value	Currency	Status text
▼ Cart for AG MIGO 11623597	02/26/2014		0.000		26,975.00	USD	Approved
▪ Item 1		MANAGERIAL CHAIRS	50.000	EA	23,750.00	USD	
▪ Item 2		96" RACETRACK TABLES	5.000	EA	3,225.00	USD	

**OK** **Cancel**

8. The Shopping Cart or line items that you have chosen will populate into a new Shopping Cart as shown below

**Shop in 3 steps: Step 2 (Shopping Cart (1 item))**

Previous Next Order Close Save Check

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

**Items in Shopping Cart**

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier								
1	Material	Managerial Chairs	56101500	FURNITURE		50.000	EA	475.00	USD		1		04/11/2014	2	1		THE HON COMPANY LLO(164569)								
*	Undefined Item Type		78121603	FREIGHT FEE		1.000		0.00	USD		1		03/28/2014	0	0										
*	Undefined Item Type		78121603	FREIGHT FEE		1.000		0.00	USD		1		03/28/2014	0	0										
*	Undefined Item Type		78121603	FREIGHT FEE		1.000		0.00	USD		1		03/28/2014	0	0										
*	Undefined Item Type		78121603	FREIGHT FEE		1.000		0.00	USD		1		03/28/2014	0	0										
*	Undefined Item Type		78121603	FREIGHT FEE		1.000		0.00	USD		1		03/28/2014	0	0										
*	Undefined Item Type		78121603	FREIGHT FEE		1.000		0.00	USD		1		03/28/2014	0	0										
*	Undefined Item Type		78121603	FREIGHT FEE		1.000		0.00	USD		1		03/28/2014	0	0										
*	Undefined Item Type		78121603	FREIGHT FEE		1.000		0.00	USD		1		03/28/2014	0	0										
<table border="0"> <tr> <td>Total Value</td> <td>23,750.00</td> <td>USD</td> </tr> <tr> <td>Tax amount</td> <td>0.00</td> <td>USD</td> </tr> <tr> <td>Total Val. (Gross)</td> <td>23,750.00</td> <td>USD</td> </tr> </table>																	Total Value	23,750.00	USD	Tax amount	0.00	USD	Total Val. (Gross)	23,750.00	USD
Total Value	23,750.00	USD																							
Tax amount	0.00	USD																							
Total Val. (Gross)	23,750.00	USD																							

9. Complete the Shopping Cart as you normally would complete any other Shopping Cart