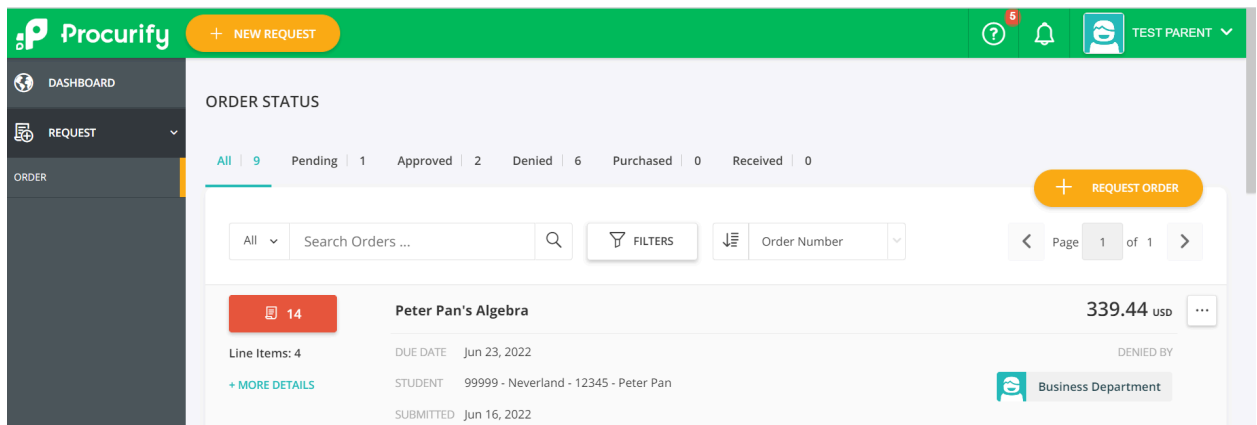# How To Duplicate Orders

If you have a rejected order that needs to be corrected and resubmitted for approval, you can do so in 4 easy steps! Here's how:

1. Open Rejected Order:

<u>Parent/HST:</u>
After logging in to your Procurify, open the order tab to see your past orders. Search the specific order you are looking for and open it.

2. Duplicate Order:

In the order, go to the top right corner and look for the "Duplicate Order" button.
The button will look like two pages (see picture), and it's located right next to the Message and History Buttons.
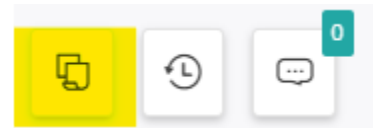
3. Edit the Order:

Once you select Duplicate Order, you will be taken to a Create Order Request page with all the same information as the denied order.
Edit or add any information that is not correct.

4. Submit the Request:

Once all information is correct, click the blue "Submit Request" button at the bottom of the screen. The order will be created and sent to your HST for approval again before purchasing.