How to Move an Active Cart to a New Cart



• Click on the shopping cart icon in the upper right corner and select "Checkout."



• Click on the three dots for requisition actions in the upper right corner and select "Copy to New Cart." This will create a duplicate cart that can then be deleted.

Purchase Orders 🔻	Search (Alt+Q)	8.88 USD 📜 🗢 崎					
	• 🖶 🖓 ·	Assign Cart Submit Requisiti					
Return to Cart							
		Copy to New Cart					
ø v	Summary	Add Comment/Attach Files					
	Correct these iss You are unable to	Continue Shopping					
		View Carts					
Required: Shipping address							

• Click on the three dots for requisition actions in the upper right corner again and select "View Carts."



• Select the "Draft Carts" tab under Cart Management. You should see two duplicate carts with the same dollar amount.

Cart Management						
Draft Carts 📜	Assigned Carts					
> Filter Draft Carts						
Туре 🗠	Cart Number 🗠	Shopping Cart Name				
Normal	186405812	2024-05-06 mcutcher 01				
Normal	186502207 Active	2024-05-08 mcutcher 01				

• On the cart that is active, find the dropdown under the action column, and select "Delete." This will now delete the duplicated cart and save your original cart as a draft that can be reactivated when ready to submit.

Normal	186502207 Active	2024-05-08 mcutcher 01	5/8/2024	8.88 USD	View
				View Delete	