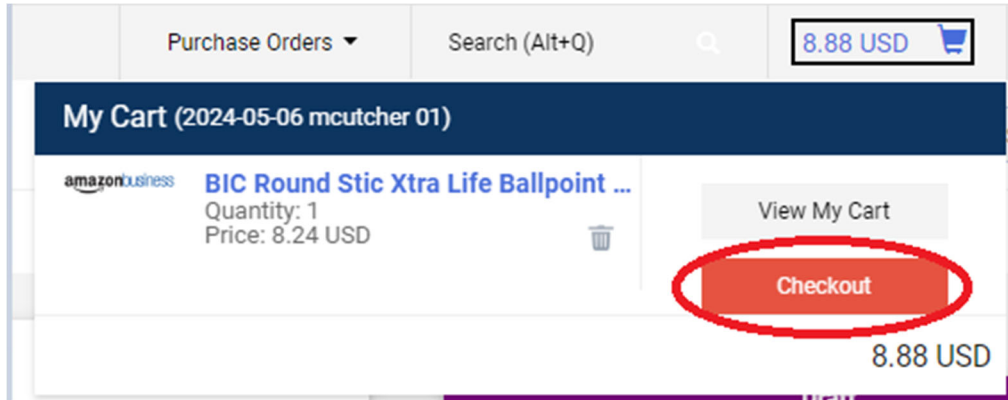


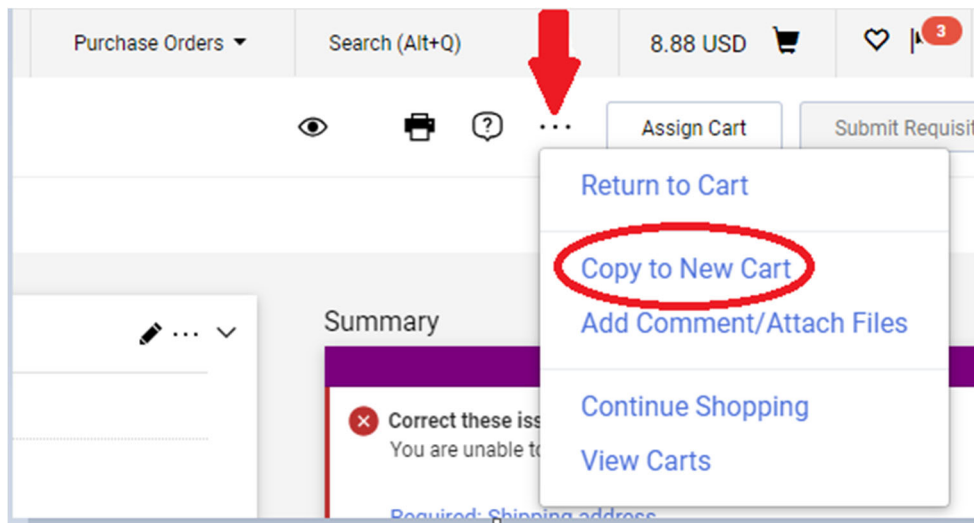
How to Move an Active Cart to a New Cart



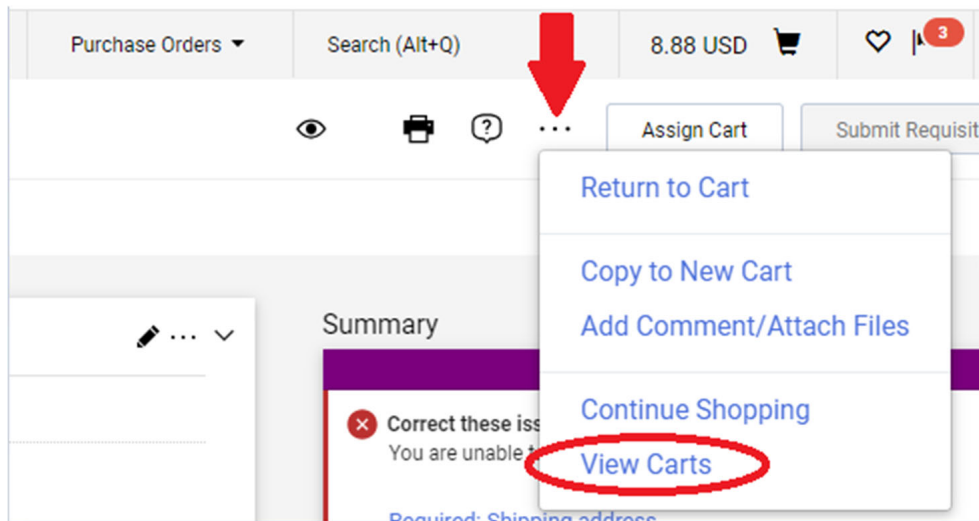
- Click on the shopping cart icon in the upper right corner and select “Checkout.”



- 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.



- 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

Type 	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