In This Guide

- Creating a new cart
- Select a cart from draft carts

This guide demonstrates creating additional carts and selecting from a list of draft carts. This is useful when a Shopper has not completed a previous cart, but has a need to submit a new cart. For example, a draft cart can be kept to manage a weekly purchase while new carts are created to submit other requests.

Procedure

1. This procedure begins with a cart already active with added items. This is noted in the upper right corner of the screen showing the active cart:

2. In the navigation bar, hover over the shopping cart icon → My Carts and Orders → View Draft Shopping Carts

3. Your carts are listed in the My Drafts section. A cart on a purple background denotes the active cart. A cart on a white background denotes a draft cart that is not the active cart.

   If you want to select a draft cart to be the active cart, click on the cart icon in the Active Cart column next to the desired cart.

4. You can click on the Cart Name to access the cart or click on active cart in the navigation bar.

5. To create a new cart, click the Create Cart button.

6. If you want, you can rename the cart and click the Update button to save the name change.

You have now created a new cart while retaining your previous cart.