

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**:

^		All - Search (Alt+Q) - 325.40 USD 🗑 🖓 🏴	٠
Simple Advanced Bearch for products, suppliers, forms, part number, etc.		Go to: Favorites Forms Quick Order Browse: Suppliers Categories Contr	Q
	Scientific Supplies		. ~
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2. In the navigation bar on the left, hover over the shopping cart icon \rightarrow My Carts and Orders \rightarrow View Carts Your carts are listed in the **Draft Carts** section.

The Active cart is indicated by the "Active" Icon next to the cart number.

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

Shop My Carts and O	rders 🕨 View Carts 🕨 Draft Carts			All -	Search (Alt+Q) Q	325.40 USD 👻 🗢 🖡
Cart Manager						Create C
Draft Carts	Assigned Carts					
Туре 🗠	Cart Number 🗠	Shopping Cart Name	Cart Description	Date Created	Total 🗠	Action
Normal	3337767	2021-09-13 pdefou 06		9/13/2021		3,337.18 USD View
Normal	3362001 Active	2021-10-18 pdefou 01		10/18/2021		325.40 USD Vie Show menu
						Activate
						Delete

- 5. In order to switch your Active cart to a different cart, click the drop down on the right and select "Activate". Additionally, selecting a cart from the list will make it your Active cart automatically.
- 6. To create a new cart, click the Create Cart button in the upper right.
- 7. To change the name of a cart, select the cart and update the Name on the right hand side.

Proceed To Checkout
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325.40
0.00
325.40

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