



Quick

Reference

Guide

Create a New Cart and Select Draft Carts



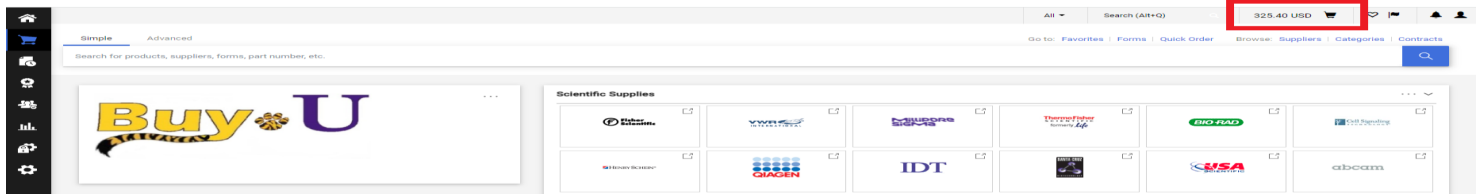
In This Guide

- ✓ 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

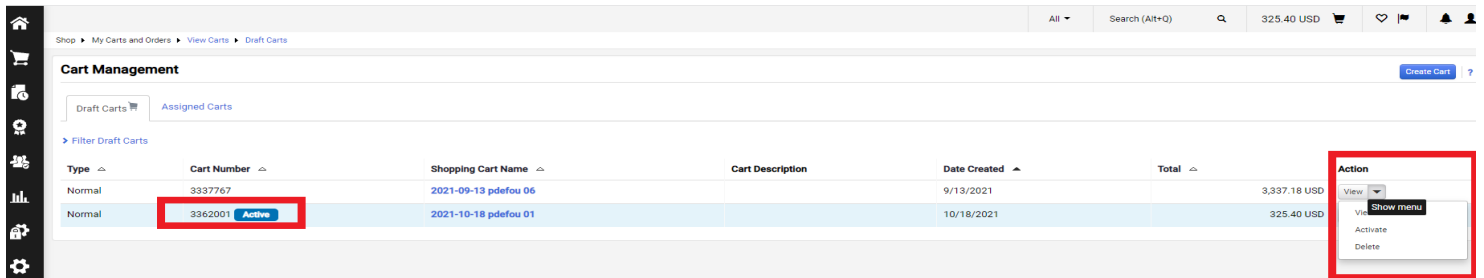
1. This procedure begins with a cart already active with added items. This is noted in the upper right corner of the screen showing the **active cart**:



2. In the navigation bar on the left, hover over the shopping cart icon → **My Carts and Orders** → **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.

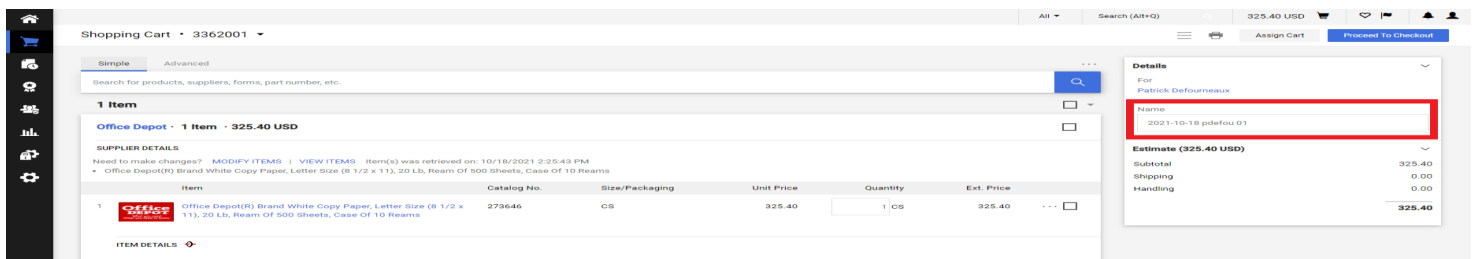


5. In order to switch your Active cart to a different cart, click the drop down on the right and select “Activate”.

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.



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