



Quick Reference Guide

Create a New Cart and Select Draft Carts



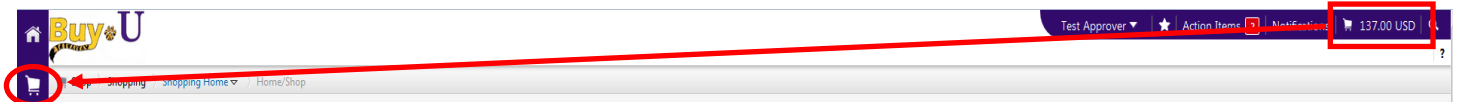
In This Guide

- ✓ 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.

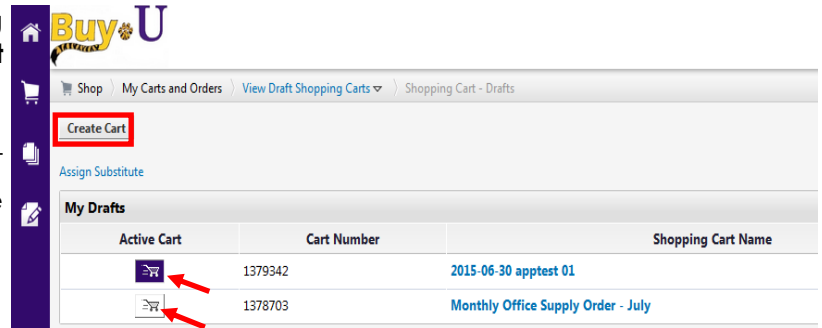
Procedure

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**:



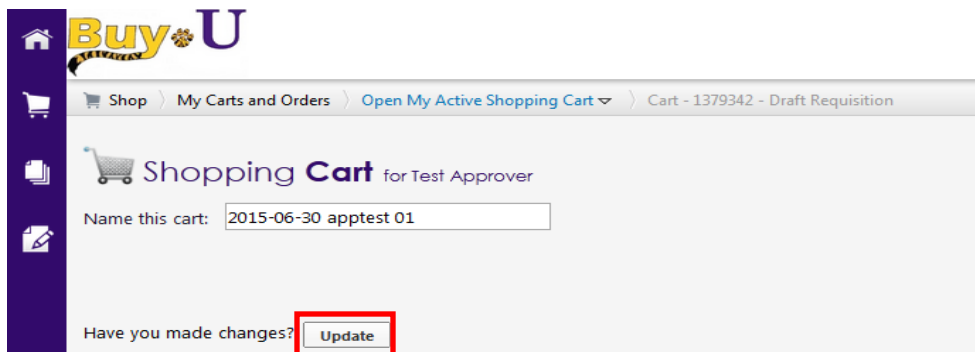
2. In the navigation bar, hover over the shopping cart icon → **My Carts and Orders** → **View Draft Shopping Carts**

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.