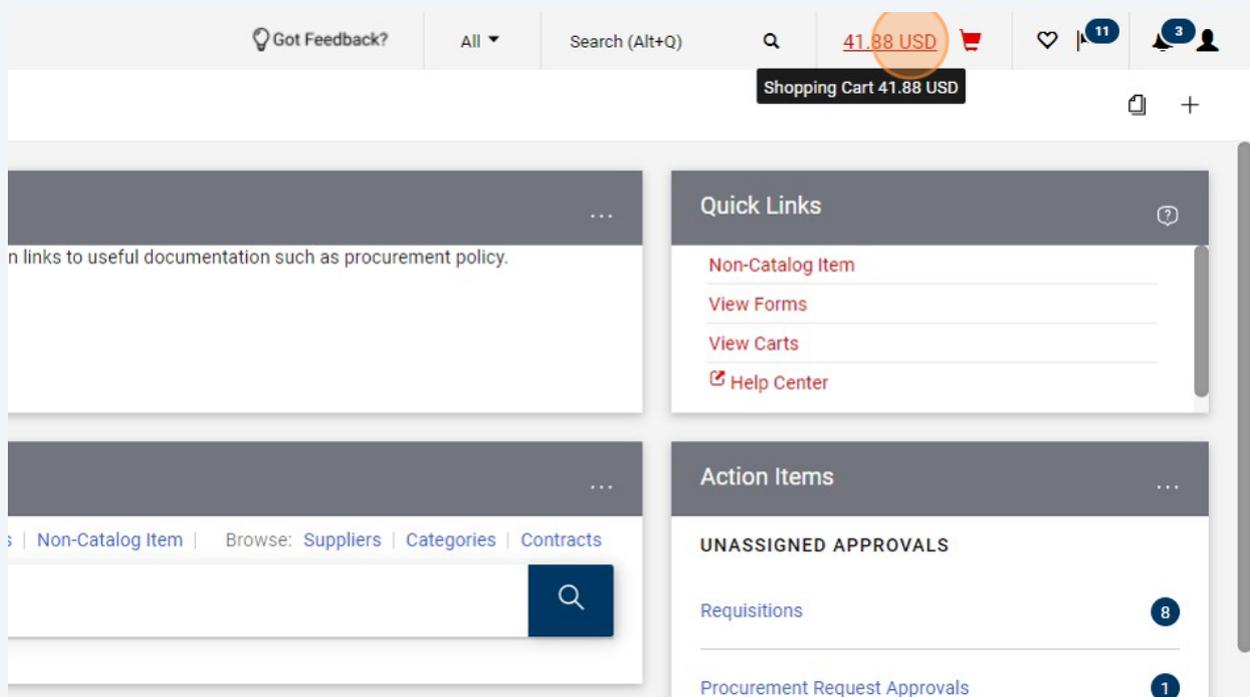


How to Separate One Cart Into Two (or More)

You may have a shopping cart made up of multiple vendors. While you can submit the cart for approvals this way (as long as the orders are of the same type: punchouts, non-catalog, ICP, etc.), sometimes you want to send one of the vendor orders through and not the other(s). Here is how you separate them.

1 Click on the total dollar amount that is displayed for your cart.



2 Click "View My Cart."

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with a search bar, a cart icon showing 41.88 USD, and notification icons. Below the navigation bar, a dropdown menu titled "My Cart (2024-01-31 0290719 01)" is open. It lists two items: "GRAINGER TK1389822T Tape Type Adhesive..." with a quantity of 1 and price of 18.91 USD, and "amazonbusiness Rubbermaid Commercial Product..." with a quantity of 1 and price of 22.97 USD. A "View My Cart" button is highlighted with an orange circle, and a "Checkout" button is also visible. The total amount of 41.88 USD is shown at the bottom of the cart. Below the cart, there are sections for "Action Items" and "UNASSIGNED APPROVALS", including "Requisitions" (8) and "Procurement Request Approvals" (1).

3 Click the box indicating the vendor that you would like to "set aside," or save to another cart.

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with a search bar, a cart icon showing 41.88 USD, and notification icons. Below the navigation bar, a dropdown menu titled "Shopping Cart • 3945492" is open. It lists two items: "Amazon Capital Services Inc • 1 Item • 22.97 USD" and "WW Grainger Inc • 1 Item • 18.91 USD". A "Set Aside" button is highlighted with an orange circle. The "Amazon Capital Services Inc" item is expanded, showing a table with columns: Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. The table contains one row for "Rubbermaid Commercial Products, Industrial Grade - Fiberglass Wet Mop Holder Handle Stik for Floor Cleaning Heavy Duty, 54-Inch, FGH14500000". Below the table, there is a section for "ITEM DETAILS" with a "Commodity Code" field containing "47000000" and a search icon. The "WW Grainger Inc" item is also expanded, showing "SUPPLIER DETAILS" and a note: "Need to make changes? MODIFY ITEMS | VIEW ITEMS Item(s) was retrieved on: 1/31/2024 11:40:13 AM". A "Powered by JAGGAER | Privacy Policy" logo is visible in the bottom right corner.

4 Click the red arrow.

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with "Got Feedback?", "All", "Search (Alt+Q)", "41.88 USD", and icons for a shopping cart, heart, and notifications. Below this, there are buttons for "Assign Cart" and "Proceed To Checkout". The main area contains a table with columns for "Unit Price", "Quantity", and "Ext. Price". A red arrow points to a dropdown menu icon (three dots) next to a quantity of "1". A tooltip titled "Actions for 1 selected item" is visible over the dropdown icon.

Unit Price	Quantity	Ext. Price
22.97	Qty: 1 EA	22.97

Summary
Details
For
Diana Higgins
Name
2024-01-31 0290719 01
Total (41.88 USD)

5 Click "Move to new cart." It is now saved in a separate cart.

The screenshot shows the same shopping cart interface as in step 4, but with the dropdown menu open. The menu is titled "Actions for 1 selected item" and contains several options. The "Move to new cart" option is highlighted with a red circle. The menu also lists a "Draft Cart" with three items: "2023-12-05 0290719 05 (3917285)", "2024-01-08 0290719 05 (3933307)", and "2024-01-16 0290719 01 (3937084)". Other options include "Move to Another Cart", "Add to Draft Cart or Pending PR/PO", "Add to Favorites", "Remove Selected Items", "Add to PO Revision", and "Change Commodity Code".

Size/Packaging	Unit Price
EA	22.97

Summary
Details
For
Diana Higgins

- Move to new cart
- Move to Another Cart
- Add to Draft Cart or Pending PR/PO
- Add to Favorites
- Remove Selected Items
- Add to PO Revision
- Change Commodity Code

Draft Cart

- 2023-12-05 0290719 05 (3917285)
- 2024-01-08 0290719 05 (3933307)
- 2024-01-16 0290719 01 (3937084)

6 To find this new cart, click "View Carts."



7 Your most recent cart will be on the bottom. Note that the cart you were working from is labeled as your "active" cart.

The screenshot shows the 'Cart Management' page. The page has a left sidebar with navigation items: Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area is titled 'Cart Management' and has two tabs: 'Draft Carts' and 'Assigned Carts'. Below the tabs is a 'Filter Draft Carts' section. A table lists shopping carts with columns: Type, Shopping Cart Name, Cart Description, and Date Created. The table contains six rows. The second row from the bottom is highlighted in blue and has a blue 'Active' button next to the 'Shopping Cart Name' column. A brown circle is drawn around the 'Shopping Cart Name' of this row. The last row has a text box over its 'Shopping Cart Name' column, and a brown circle is drawn around it. Below the table, the text '2024-01-31 0290719 02' is visible.

Type	Shopping Cart Name	Cart Description	Date Created
Normal - Returned	2023-12-05 0290719 05		12/5/2023
Normal	2024-01-08 0290719 05		1/8/2024
Normal	2024-01-16 0290719 01		1/16/2024
Normal	2024-01-31 0290719 01		1/31/2024
Normal	2024-01-31 0290719 02		1/31/2024