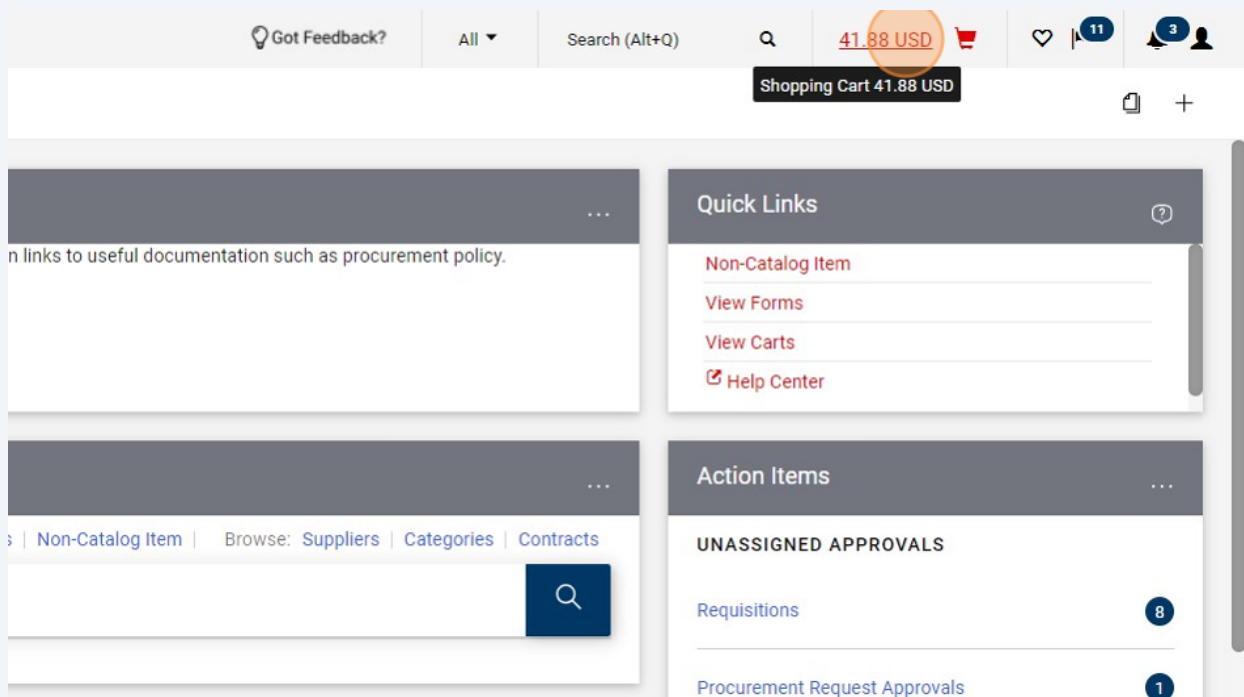


How to Separate One Cart Into Two (or More)

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 'My Cart' dropdown menu is open, displaying two items: 'GRAINGER TK1389822T Tape Type Adhesive...' and 'amazonbusiness Rubbermaid Commercial Product...'. A 'View My Cart' button is highlighted with an orange circle, and a 'Checkout' button is visible below it. 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 with a search bar and a 'Shopping Cart' section. The cart contains two items. The first item is from 'Amazon Capital Services Inc' with a price of 22.97 USD. The second item is from 'WW Grainger Inc' with a price of 18.91 USD. A box next to the 'Amazon Capital Services Inc' item is highlighted with an orange circle, indicating the vendor selection. The interface also includes a 'Summary' panel on the right with a 'Details' section and a 'Total (41.88 USD)'.

| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|--|-------------|----------------|------------|-----------|------------|
| Rubbermaid Commercial Products, Industrial Grade - Fiberglass Wet Mop Holder Handle Stik for Floor Cleaning Heavy Duty, 54-Inch, FGH14500000 | B005KD4R3I | EA | 22.97 | Qty: 1 EA | 22.97 |

4 Click the red arrow.

Got Feedback? All Search (Alt+Q) 41.88 USD

Assign Cart Proceed To Checkout

Summary

Details

For
Diana Higgins

Name
2024-01-31 0290719 01

Total (41.88 USD)

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

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

Assign Cart Proceed To Checkout

Summary

Details

For
Diana Higgins

Move to new cart

Draft Cart

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

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

| Size/Packaging | Unit Price |
|----------------|------------|
| EA | 22.97 |

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 navigation menu on the left with 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 labeled 'Active'. The 'Shopping Cart Name' for this row is '2024-01-31 0290719 01'. The 'Date Created' is '1/31/2024'. The bottom row has a 'Shopping Cart Name' of '2024-01-31 0290719 02' and a 'Date Created' of '1/31/2024'. A tooltip is visible over the bottom row, showing the 'Shopping Cart Name' '2024-01-31 0290719 02'.

| 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 |