

**Creating Multiple Draft Carts**

If you have created a cart (possibly added all kinds of attachments, updates, information to the cart) but are not ready to Assign the Cart or Place an Order as of yet...

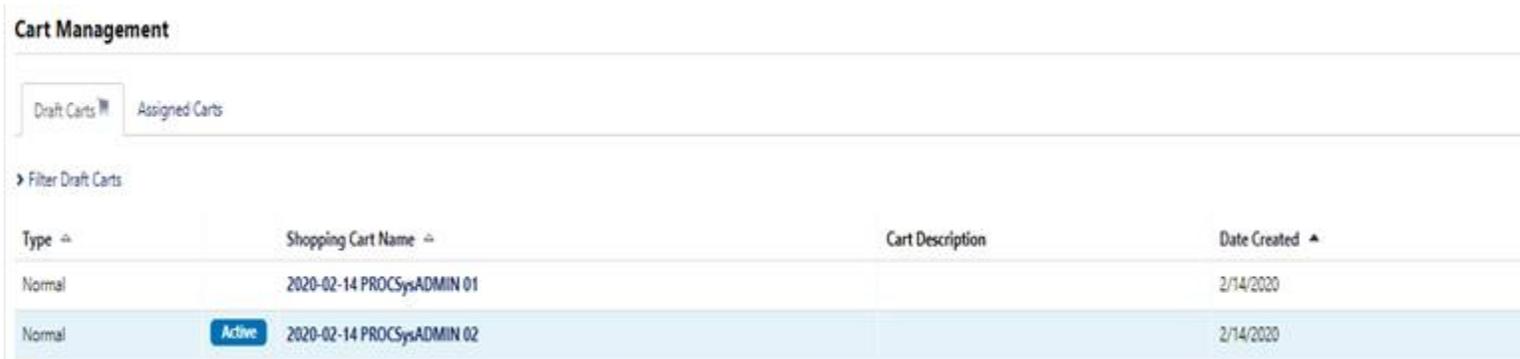
And

You want to create another cart (for a completely different order / supplier) then you will want to follow the steps listed below.

Under Shop - My Carts and Order -View Carts



Cart Management will appear – showing what Draft Carts you have already created

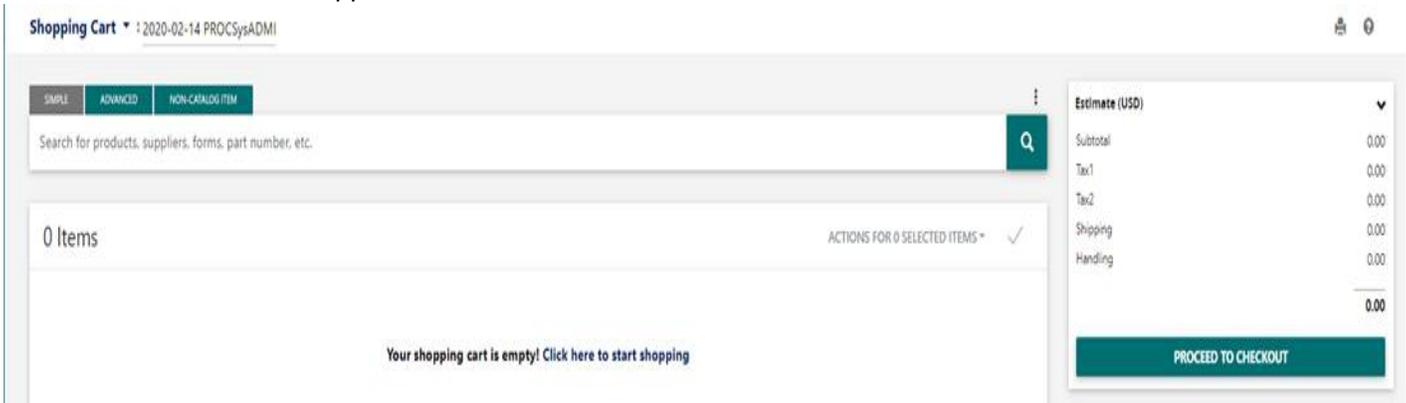


In the Top –Right Corner is a green button labeled “Create Cart”



Click on that

A new blank draft cart will appear



Click on the hyperlink titled “Click here to start shopping”

A version of the Shopping Dashboard will appear.

If create a Non-Catalog Item order – select the tab at the top of the screen

If creating a Punch Out order then navigate to the appropriate Supplier sticker

Follow the normal procedure from there.