Shopping Cart Actions

⚠ Only one cart can be active at a time; All items in your cart **must** be from the same supplier.

You can create a new cart whenever necessary; a cart can be created to be used immediately or draft carts for future use. The cart that is currently in use is your active cart.

Basics

A cart can be one of three types:

1. **Active Cart** - is the cart you are now working on.
2. **Draft Carts** - are carts that you have not created and submitted a requisition for.
3. **Assigned Carts** - are carts that were assigned to you.
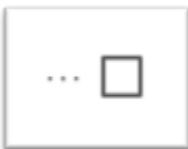
To view carts that you have saved as draft carts, go to Shop My Carts and Orders View Carts
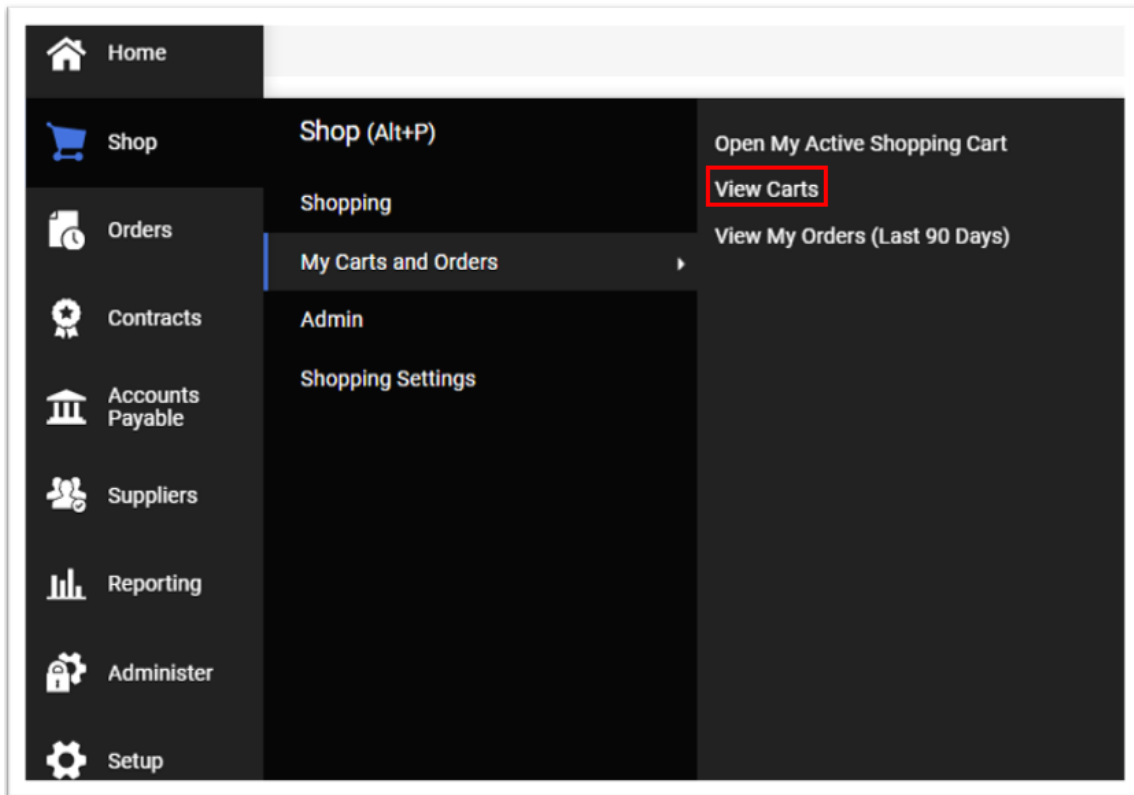
See **Shopping for Catalog Items** or **Shopping for Non Catalog Items**
In your shopping cart

1. Select the **More Option** icon (three dots) to the right of the line item you want to remove and select **Remove**.
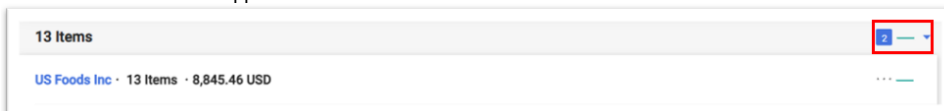

In your shopping cart

1. Select each line item you want to remove.
2. Select the drop down icon above the line items and select **Remove Selected Items**.

In your shopping cart

1. Select checkbox above supplier name and select **Remove Selected Items**.

See **Rejected Requisition? Copy to New Cart**
See **Assigning Cart to Another User**

Related Articles

- Catalog Items (Office Supplies, Punch-out's & Catalogs)
- Checkout
- Creating Multiple Line Items
- Purchases in YoMart and State Contracts
- Requesting a PO (Non-Catalog Items)
- Submitting a Direct Payment Form
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