

If you would like to move an item in your active cart to another cart, follow these instructions:

1. Click on the More Actions drop down, and select "Move to Another Cart".

| Have you made changes? Update                     |  |                        |   |  | 🤉 ا 🖨 |
|---|--|------------------------|---|--|-------|
| STAPLES STA                                       | PLES ADVANTAGE                         | , BUS                  | INESS INTERIORS 😭 more info.                            |  |       |
| You cannot access the<br>Line(s): 1               | item(s) on the supplier's I            | PunchO                 | ut site because it did not originate from               | n a PunchOut session. What does this mea | n?    |
|   | Product Description                    |                        |   |  |       |
| Item added on<br>Nov 18, 2016<br>Add to Favorites | <u>Staples Copy Pap</u><br>Part Number | er 8-1                 | <u>/2" x 11", Case</u> ↔                                | l  |       |
| Remove<br>More Actions 👻                          | Manufacturer Info<br>Contract          | 1358-<br>UU-0<br>-0U-0 | Click the drop down "More<br>Actions" than select "Move |  |       |
| Move to Another<br>Add to Draft Cart              | Cart Code<br>or Pending PR/PO          | 1411                   | to Another Cart"  |  |       |

2. Select either "Move to New Cart" or another cart in your "Draft Cart".

|  | Please select    | : the appropriate cart to which the selected line items(s) are to be | e moved.<br>? |  |
|--|------------------|--|---------------|--|
|  | Select Cart Name |  |               |  |
| Select either "Move to<br>New Cart" Or another<br>cart in your "Draft<br>Cart" | Draft Cart       | Move to new cart   | ?             |  |
|  | Select           | Cart Name  |               |  |
|  | 0                | 2016-10-06 u0671746 01 (79935459)                                    |               |  |
|  | 0                | Change Order Request Test (79550338)                                 |               |  |
|  |                  | Move   |               |  |

3. Once you have clicked on "Move" this message will appear:



**4.** To find where it has been moved go to "Shop" than to "My Carts and Order" then click on view my daft shopping carts.

| 🎢 Home   | UShop  |         |  |  |  |  |
|--|--|---------|--|--|--|--|
| 📜 Shop   | Shop   | Alt + P |  |  |  |  |
| <ul> <li>Documents</li> <li>Contracts</li> <li>Accounts<br/>Payable</li> </ul> | Shopping<br>My Carts and Orders<br>My Carts and Orders<br>Admin<br>My Carts and Orders<br>Admin<br>My Carts and Orders<br>Open My Active Shopping Cart<br>View Draft Shopping Carts<br>View My Orders (Last 90 Day View Draft Shopping Carts |         |  |  |  |  |
| IL. Reporting  | Product Description  |         |  |  |  |  |
|  | Item added on County Tool of   |         |  |  |  |  |

**5.** In View Draft Shopping Carts it will show all the carts you currently have. It is in order by newest to oldest. To view a cart, click on the cart name.

| Create Cart       |                           |              |                  |           |
|-------------------|---------------------------|--------------|------------------|-----------|
| Assign Substitute |                           |              |                  |           |
| My Drafts         |                           |              |                  |           |
| Active Cart       | Cart Name                 | Date Created | Cart Description | Total     |
| - <b>-2</b>       | 2016-11-18 u0671746 01    | 11/18/2016   |                  | 30.76 USD |
| - <b>T</b>        | 2016-11-18 u0671746 02    | 11/18/2016   |                  | 5.09 USD  |
| - <b>-M</b>       | 2016-11-18 u0671746 03    | 11/18/2016   |                  | 30.76 USD |
| - <b>-X</b>       | Change Order Request Test | 9/27/2016    |                  | 0.00 USD  |
| ्रम               | Costco                    | 10/13/2016   |                  | 50.00 USD |
|                   | Staples                   | 11/18/2016   |                  | 0.00 USD  |
|                   |                           |              |                  |           |

**6.** That will bring you into the new cart that you have created.

| Shopp  | Ding Cart for CONNI  | ELEUNG   |                | Continue Shoppin        | ng 1 It                     | em(s) for a to | otal of <b>30.76</b> USD |
|--|--|--|----------------|-------------------------|-----------------------------|----------------|--------------------------|
| Name this cart: 2  | 016-11-18 u0671746 01  |  |                |                         | Proceed to Che              | ckout or       | Assign Cart              |
| Have you made ch   | anges? Update  |  | 🚔   🖓 Help     | Non-Catalog Quick Order | Perform an action on (0 ite | ms selected).  | 🝷 Select All 🗌           |
| STAPLES  | STAPLES ADVANTAGE  | , BUSINESS INTERIORS More info   |                |                         |                             | Non-C          | atalog Quick Order       |
| You cannot acces<br>Line(s): 1   | s the item(s) on the supplier's  | PunchOut site because it did not originate from a PunchOut session. What do  | bes this mean? |                         |                             |                |                          |
|  | Product Description  |  |                |                         | Unit Price                  | Quantity       | Total 📃                  |
| Item added<br>Nov 18. 20<br>Add to Favorites<br>Remove<br>More Actions | on<br>Staples Copy Pap<br>Part Number<br>Manufacturer Info<br>Contract<br>Commodity Code | er 8-1/2" x 11". Case<br>135648<br>135648 - (DOMTAR)<br>UU-0001 morific.<br>UU-0001 Staples Office Products change<br>14111507 |                |                         | 30.76 usb<br>CT             | 1<br>Update    | 30.76 USD                |
|  |  |  |                |                         |                             |                | view cart history        |