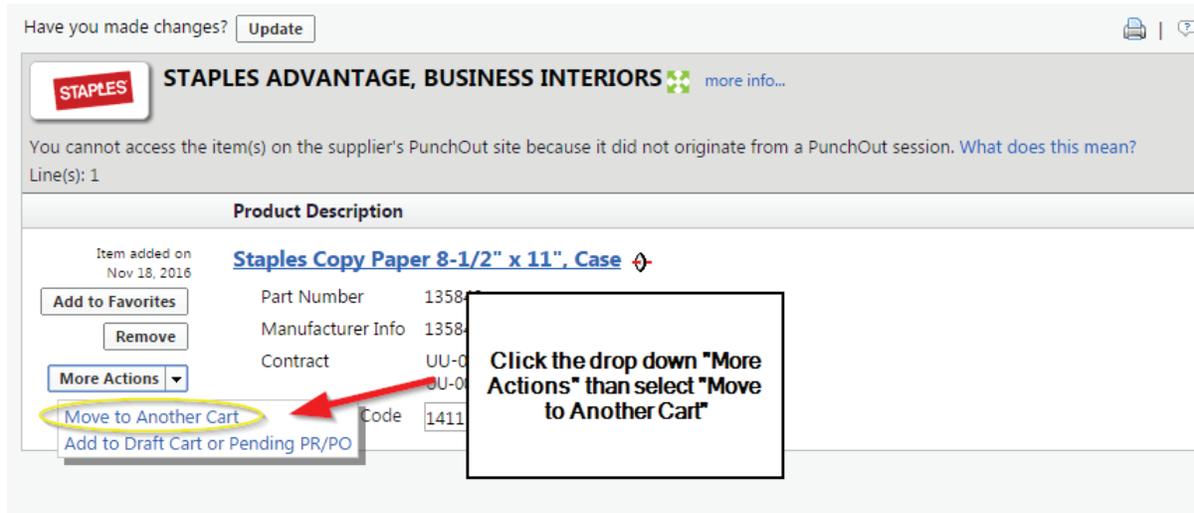
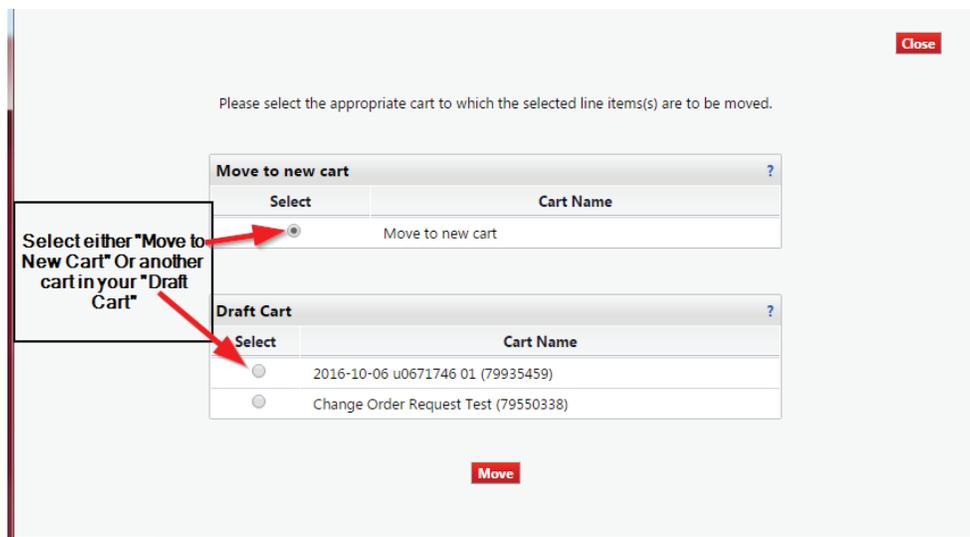


If you would like to move an item in your active cart to another cart, follow these instructions:

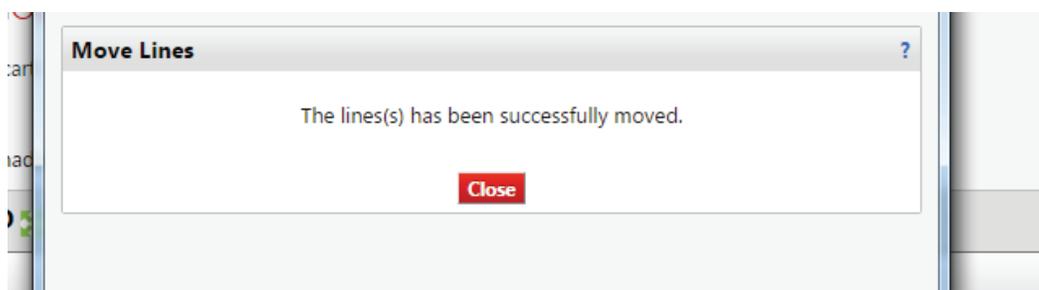
1. Click on the More Actions drop down, and select "Move to Another Cart".



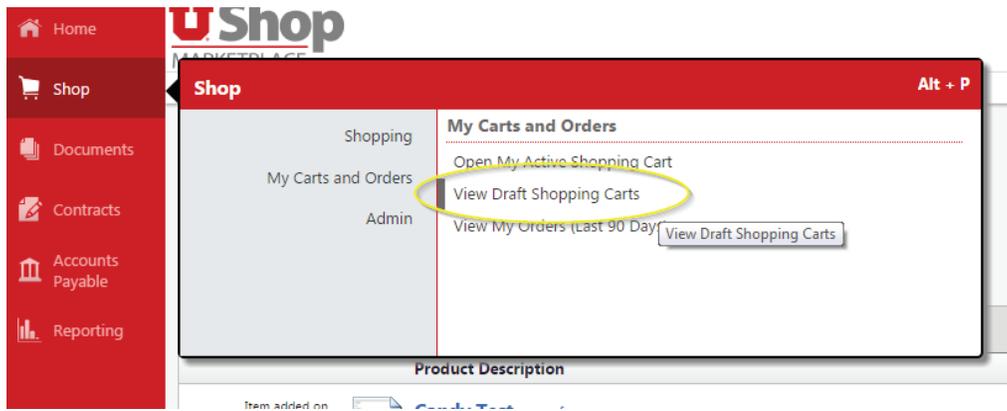
2. Select either "Move to New Cart" or another cart in your "Draft Cart".



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



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



- 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
	2016-11-18 u0671746 01	11/18/2016		30.76 USD
	2016-11-18 u0671746 02	11/18/2016		5.09 USD
	2016-11-18 u0671746 03	11/18/2016		30.76 USD
	Change Order Request Test	9/27/2016		0.00 USD
	Costco	10/13/2016		50.00 USD
	Staples	11/18/2016		0.00 USD

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

Shopping Cart for CONNIE LEUNG

Continue Shopping

1 Item(s) for a total of **30.76 USD**

Proceed to Checkout or Assign Cart

Name this cart: 2016-11-18 u0671746 01

Have you made changes? Update

Help | Non-Catalog Quick Order | Empty cart | Perform an action on (0 items selected)... | Select All

STAPLES STAPLES ADVANTAGE, BUSINESS INTERIORS [more info...](#) Non-Catalog Quick Order

You cannot access the item(s) on the supplier's PunchOut site because it did not originate from a PunchOut session. What does this mean?

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Nov 18, 2016 Staples Copy Paper 8-1/2" x 11", Case Add to Favorites Remove More Actions	30.76 USD	1	30.76 USD
Part Number: 135848 Manufacturer Info: 135848 - (DOMTAR) Contract: UU-0001 more info... UU-0001 Staples Office Products change... Commodity Code: 14111507		CT	Update

[view cart history](#)