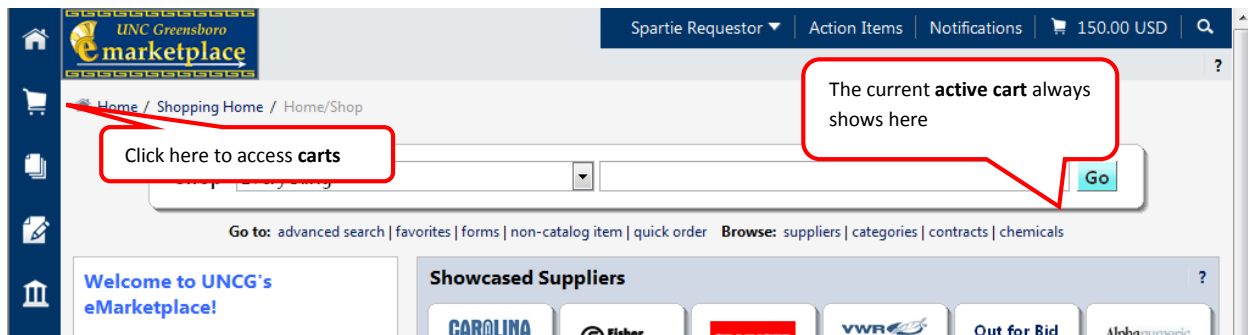
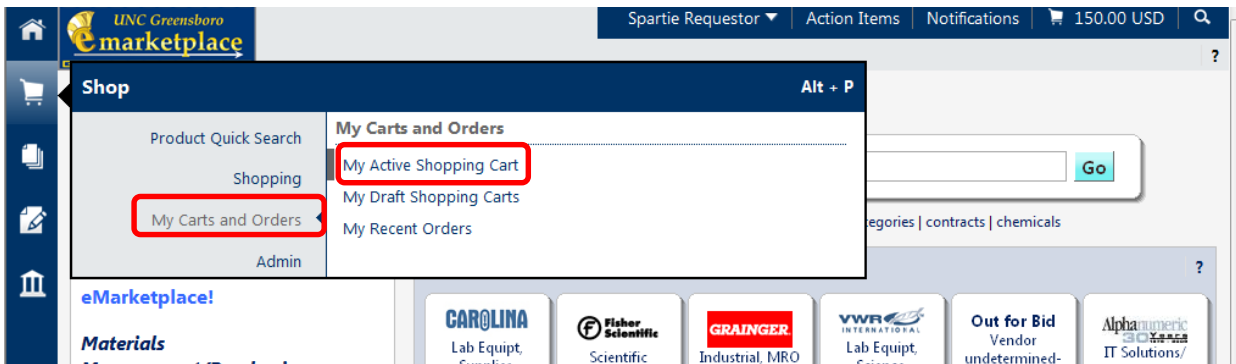


## Active Carts

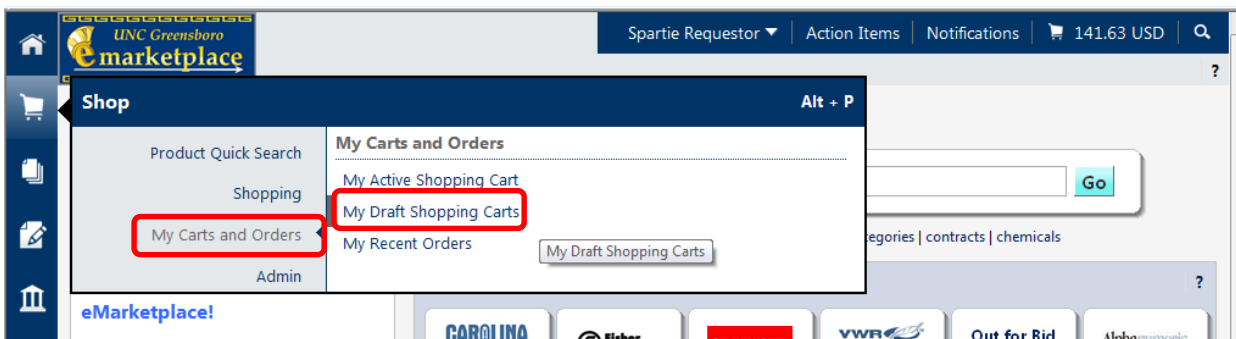
1. You can only have one active cart at a time. You can access your Active Cart by clicking the cart in the upper right hand corner, or hover over the 'Shop' icon



2. Hover over **My Carts and Orders** and select **My Active Shopping Cart**.



3. You can select **My Draft Shopping Carts** to see all of your carts.



4. All of the carts you have created all listed including your **Active Cart**. The **Active Cart** is shaded.

UINC Greensboro marketplace

Spartie Requestor | Action Items | Notifications | 141.63 USD

Shop / My Carts and Orders / My Draft Shopping Carts / Shopping Cart - Drafts

Create Cart

Assign Substitute

| My Drafts   |             |                       |              |                  |            |        | legend ? |
|-------------|-------------|-----------------------|--------------|------------------|------------|--------|----------|
| Active Cart | Cart Number | Shopping Cart Name    | Date Created | Cart Description | Total      | Delete |          |
|             | 937750      | 2013-03-12 GENTRN1 01 | 3/12/2013    |                  | 482.82 USD | Delete |          |
|             | 937790      | 2013-03-12 GENTRN1 02 | 3/12/2013    |                  | 141.63 USD | Delete |          |

(Note: You can **create** a cart if you do not already have a cart created.)

UINC Greensboro marketplace

Spartie Requestor | Action Items | Notifications | 141.63 USD

Shop / My Carts and Orders / My Draft Shopping Carts / Shopping Cart - Drafts

Create Cart

Assign Substitute

| My Drafts   |             |                       |              |                  |            |        | legend ? |
|-------------|-------------|-----------------------|--------------|------------------|------------|--------|----------|
| Active Cart | Cart Number | Shopping Cart Name    | Date Created | Cart Description | Total      | Delete |          |
|             | 937750      | 2013-03-12 GENTRN1 01 | 3/12/2013    |                  | 482.82 USD | Delete |          |
|             | 937790      | 2013-03-12 GENTRN1 02 | 3/12/2013    |                  | 141.63 USD | Delete |          |