

Delete a Draft Cart

Prior to submission into workflow, Requisitions exist as draft Carts in BUY.IU. Deleting a cart from your Draft Carts menu completely deletes the Cart from BUY.IU and it cannot be recovered in the future.

Navigate to the **Draft Carts** menu by opening the **Shopping** module and selecting **View Carts** within **My Carts and Orders**.

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Sourcing	Search Everything	Product Keywords, Description, Supplier, Manufacturer	Advanced Search

Click the drop-down arrow in the Action column next to the Cart you wish to delete and choose Delete from the menu.

BUY.IU does not make you confirm your choice. The Cart is deleted immediately; be sure you've chosen the right one!

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	Normal	2763347	Annie Edison Research participant		9/14/2019	25.00 USD	View -				
	1-8 of 8 Results 20 Per Page 👻										



The Cart is deleted from your Draft Carts menu.

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If you wish to clear your active cart, follow the same steps outlined above for the Cart marked as Active.

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This lets you start fresh with a completely empty Shopping Cart.