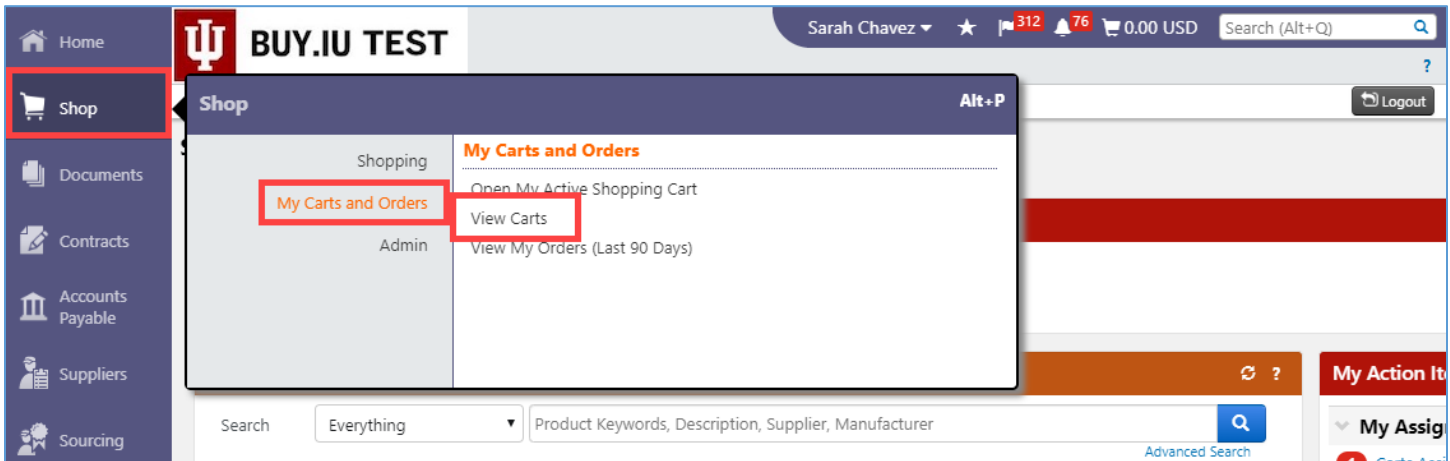


# Delete a Draft Cart

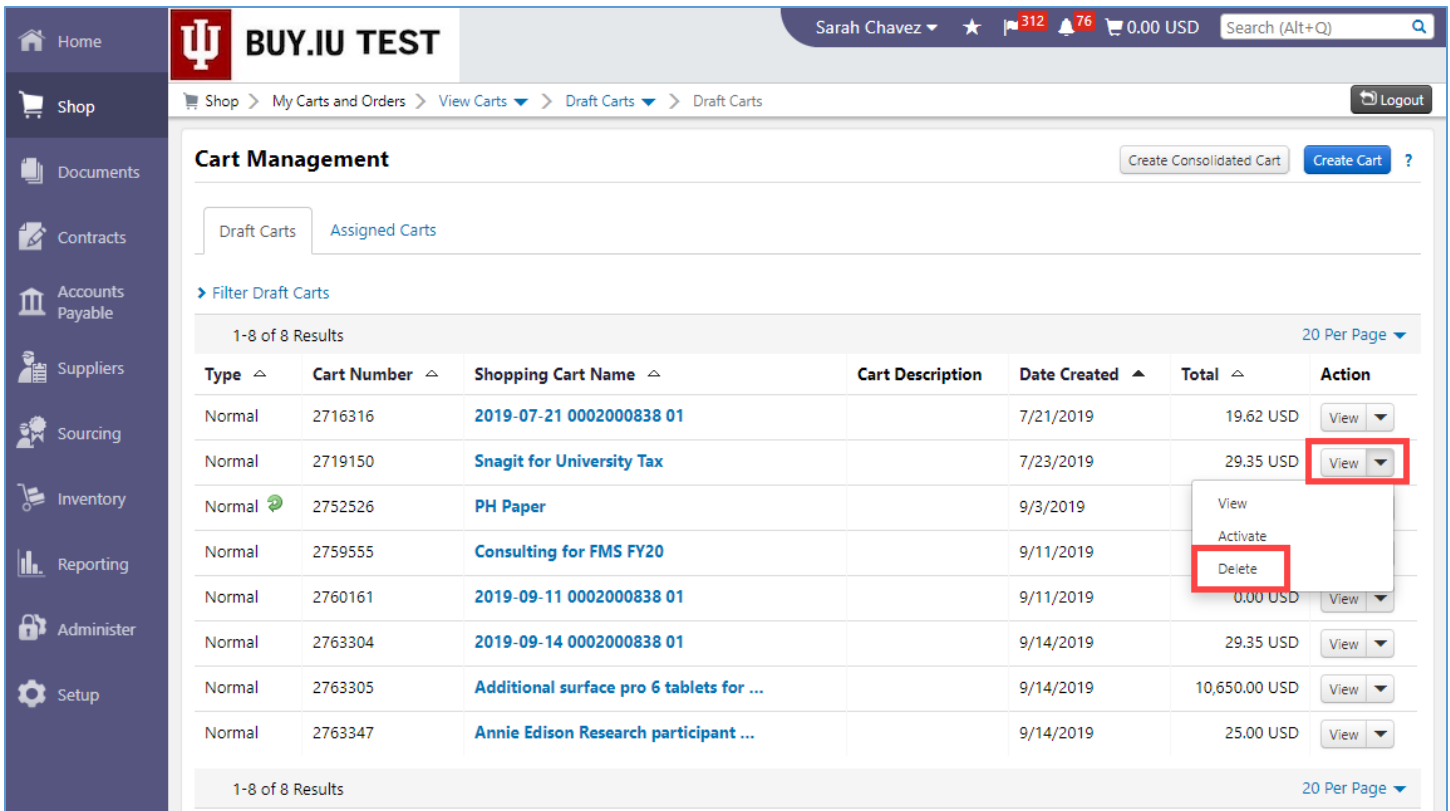
Prior to submission into workflow, Requisitions exist as draft Carts in BUY.IU. Deleting a cart from your Draft Carts menu completely deletes the Cart from BUY.IU and it cannot be recovered in the future.

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



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!



The Cart is deleted from your Draft Carts menu.

**Success**  
The selected cart has been deleted successfully.

**Cart Management**

Draft Carts | Assigned Carts

Filter Draft Carts

1-7 of 7 Results

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2716316	2019-07-21 0002000838 01		7/21/2019	19.62 USD	View
Normal	2752526	PH Paper		9/3/2019	99.90 USD	View
Normal	2759555	Consulting for FMS FY20		9/11/2019	15,000.00 USD	View
Normal	2760161	2019-09-11 0002000838 01		9/11/2019	0.00 USD	View
Normal	2763304	2019-09-14 0002000838 01		9/14/2019	29.35 USD	View
Normal	2763305	Additional surface pro 6 tablets for ...		9/14/2019	10,650.00 USD	View
Normal	2763347	Annie Edison Research participant ...		9/14/2019	25.00 USD	View

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

**Cart Management**

Draft Carts | Assigned Carts

Filter Draft Carts

1-7 of 7 Results

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2716316	2019-07-21 0002000838 01		7/21/2019	19.62 USD	View
Normal	2752526	<b>Active</b> PH Paper		9/3/2019	99.90 USD	View
Normal	2759555	Consulting for FMS FY20		9/11/2019		View
Normal	2760161	2019-09-11 0002000838 01		9/11/2019		View
Normal	2763304	2019-09-14 0002000838 01		9/14/2019	29.35 USD	View
Normal	2763305	Additional surface pro 6 tablets for...		9/14/2019	10,650.00 USD	View
Normal	2763347	Annie Edison Research participant ...		9/14/2019	25.00 USD	View

View  
Delete

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