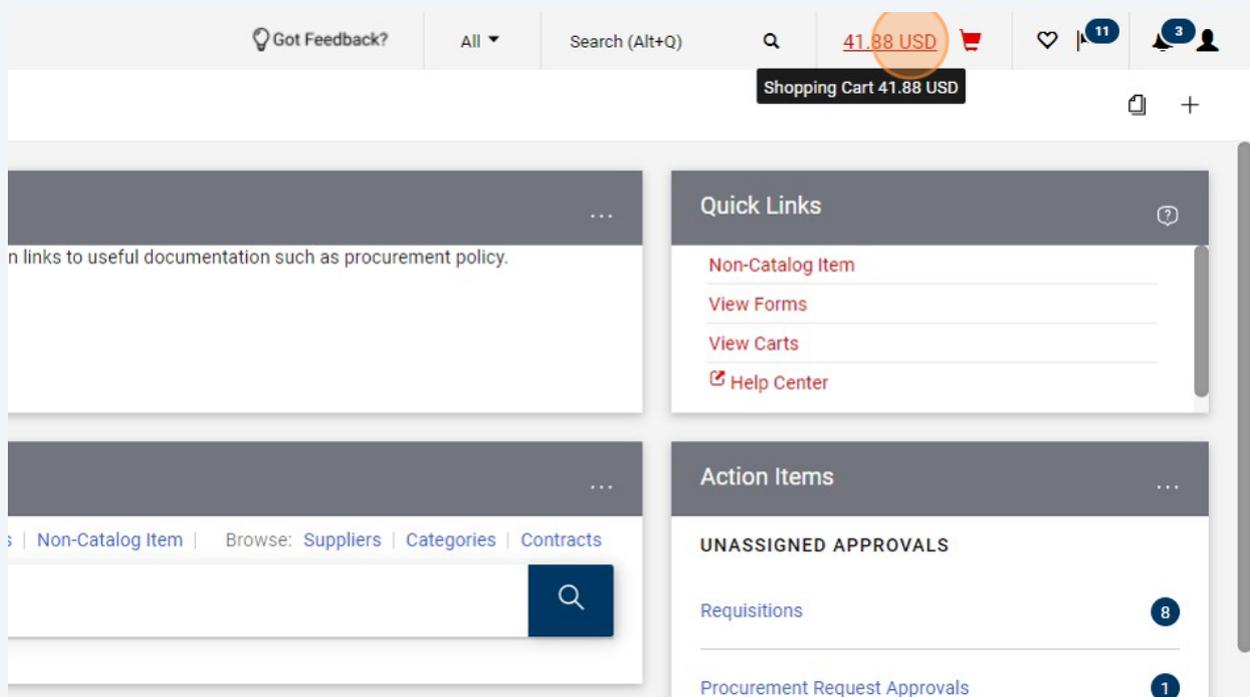# How to Separate One Cart Into Two (or More)

You may have a shopping cart made up of multiple vendors. While you can submit the cart for approvals this way (as long as the orders are of the same type: punchouts, non-catalog, ICP, etc.), sometimes you want to send one of the vendor orders through and not the other(s). Here is how you separate them.

1 Click on the total dollar amount that is displayed for your cart.

2 Click "View My Cart."

3 Click the box indicating the vendor that you would like to "set aside," or save to another cart.

4 Click the red arrow.

Got Feedback?   All ▾   Search (Alt+Q)   🔍   41.88 USD 🛒   ♡ |• ⑪   🔔 ③ 👤

🖨   · · ·   Assign Cart   **Proceed To Checkout**

· · ·   Summary   →|

Details   ⌄

For

Diana Higgins

1 — ▾

Actions for 1 selected item   Name

2024-01-31 0290719 01

Unit Price	Quantity	Ext. Price	
22.97	Qty: 1 EA	22.97	· · · ✓

Total (41.88 USD)   ⟩

---

5 Click "Move to new cart." It is now saved in a separate cart.

🖨   · · ·   Assign Cart   Pro

· · ·   Summary

🔍   **Details**

For

1 — ▾   Diana Higgins

Move to new cart		Move to Another Cart	⟩
		Add to Draft Cart or Pending PR/PO	⟩
Draft Cart		Add to Favorites	
2023-12-05 0290719 05 (3917285)		Remove Selected Items	
2024-01-08 0290719 05 (3933307)		Add to PO Revision	
2024-01-16 0290719 01 (3937084)		Change Commodity Code	

Size/Packaging	Unit Price
EA	22.97

6 To find this new cart, click "View Carts."

7 Your most recent cart will be on the bottom. Note that the cart you were working from is labeled as your "active" cart.