1. After you have completed your shopping with a hosted or punch-out supplier, you will be brought back to your cart, where you can view your items. Before moving onto “Proceed to Checkout,” it is important that you separate your contract and off contract items. Items under contract will display the contract number and details in the Item Details section (Figure 1).

2. In your Shopping Cart, select the box to the right of item(s) that do not have a contract number associated (Figure 2).
3. Once all the non-contract items are selected, from the action dropdown menu, select, "Move to Another Cart". Then select "Move to new cart" (Figure 3).

4. You will notice that the only items left in your cart now are on contract items. To order these items, you will click “Proceed to Checkout” and complete the requisition process as you normally would (Figure 4).

5. To continue ordering the non-contract items, return to the Shopping Home page. Scroll down to “My Draft Carts” section and select the appropriate cart (Figure 5).
6. Once the cart has opened up and you have verified that it is the cart you would like to order, click “Proceed to Checkout” and complete the requisition process as you normally would.