Splitting Contract and Off Contract Items in a Cart

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 clicking “Proceed to Checkout,” you have to separate your on contract and off contract items (Figure 1).

![Figure 1](image1.png)

2. To begin separating your on contract items from your off contract items, check the boxes next to the on contract items (Figure 2).

![Figure 2](image2.png)
3. Next, click “Perform an action on” (Figure 3).

![Shopping Cart](image)

Select “Move to Another Cart” (Figure 4).

![Select Action](image)

4. To move the contract items to a new cart, click the select bubble then click, “Move” (Figure 5).

![Move to New Cart](image)
5. You will notice that the only items left in your cart now are off contract items. To order these items, click “Proceed to Checkout” and complete the requisition process (Figure 6).

![Figure 6](image)

6. Return to the Shopping Home page to find your cart with the contract items (Figure 7).

![Figure 7](image)

7. Scroll to “My Draft Carts” and select the cart with the contract items (Figure 8).

![Figure 8](image)
8. Once the cart has opened up and you have verified that it is the cart you would like to order, follow step 5 again to order your contract items in the cart (Figure 9).