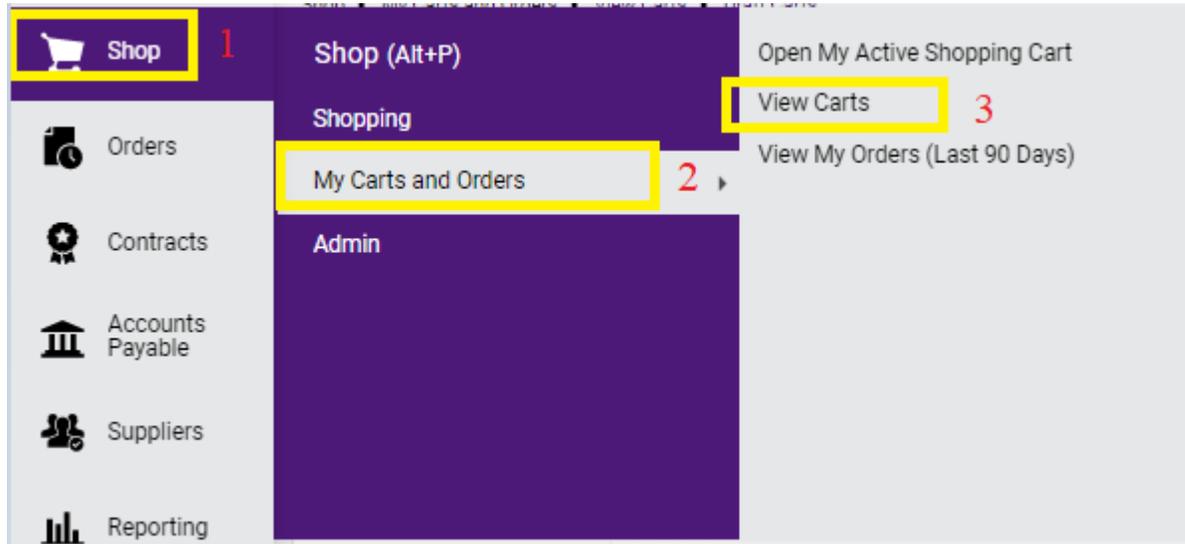


To Delete a Draft Cart from Jaggaer

From the Home Page, select Shop, My Carts and Orders, View Carts



From the Cart Management list, locate the cart to be deleted, and select Delete from the Action dropdown:

Cart Management Create Cart

Draft Carts

> Filter Draft Carts

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	3600950	2022-09-08 APApprover 01		9/8/2022	250.00 USD	View
Normal	3605951	2022-09-15 APApprover 01		9/15/2022	0.00 USD	View
Normal	3608243	2022-09-19 APApprover 03		9/19/2022	250.00 USD	Delete
Normal	3612825	2022-09-26 APApprover 01		9/26/2022	0.00 USD	View

Once deleted, a Success message will appear:

A light green rectangular box with a thin border and a subtle drop shadow, containing a success message. The message includes a checkmark icon, the word "Success" in bold, and a two-line text description.

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