

Stony Brook University

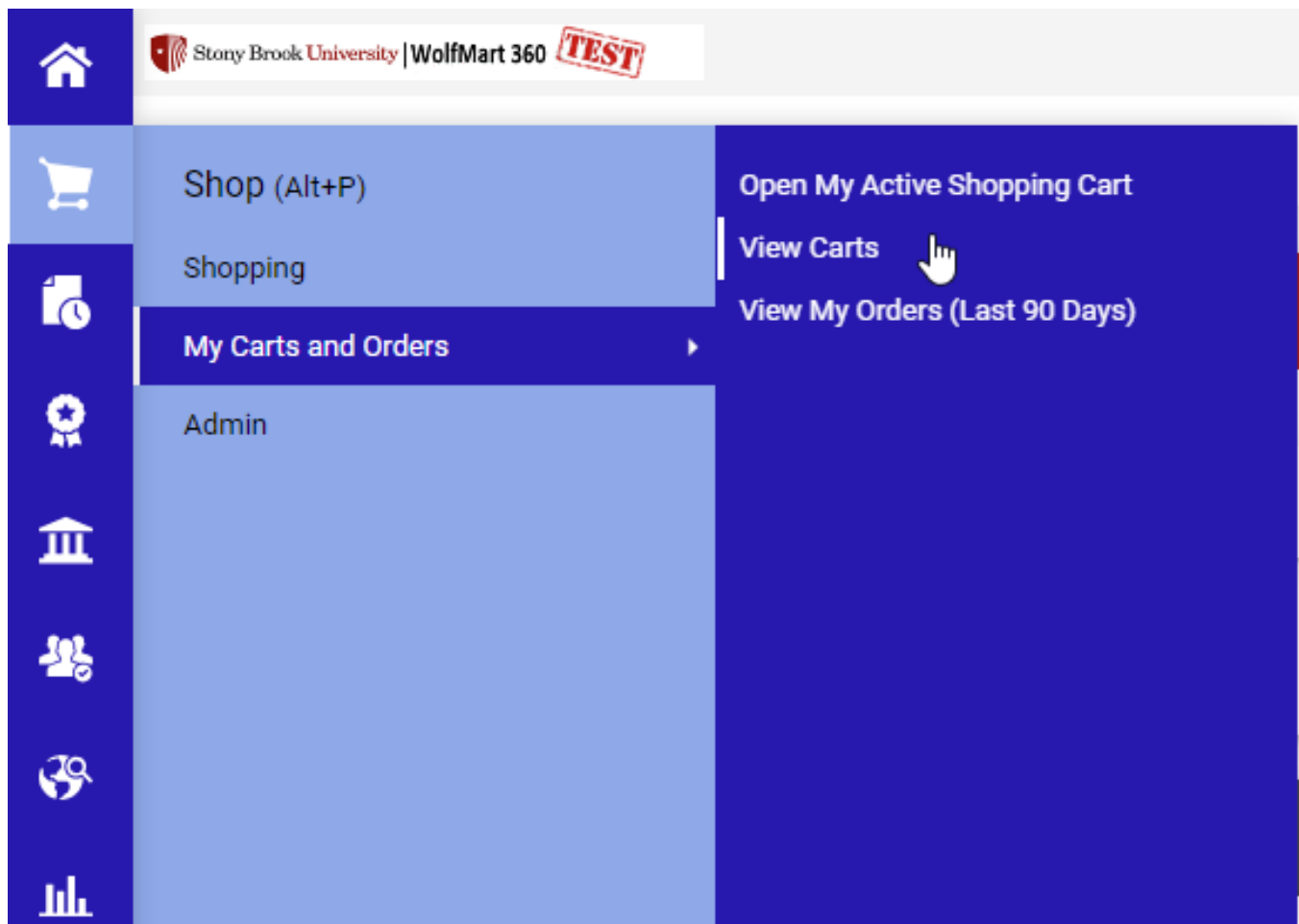
Title: Deleting Shopping Carts	Audience Category: External Department Users
Responsibility: Procurement Office	Author: ARP
Publication Date: 6/29/2023	Update Date:

Procurement Department

Deleting Shopping Carts

1

On the left sidebar, go to the Shopping tab, then hover over "My Carts and Orders" and select "View Carts"



****NOTE**** *State-Funded* Shopping Carts with the previous Fiscal Year will need to be deleted when the Fiscal Year changes

2

The "Draft Carts" tab
will show a list of
your draft carts

Cart Management

[Draft Carts](#)[Assigned Carts](#)[Filter Draft Carts](#)

Type ^		Shopping Cart Name ^	Cart Description	Date Created
Normal - Returned		2023-01-12 STB-AAPPROVER 01		1/12/2023
Normal - Returned		2023-04-27 STB-AAPPROVER 01		4/27/2023
Normal - Returned		2023-04-28 STB-AAPPROVER 01		4/28/2023
Normal		2023-06-08 STB-AAPPROVER 03		6/8/2023
Normal	Active	2023-06-22 STB-AAPPROVER 02		6/22/2023

3

Locate the cart you want to
delete. On the far right, under
"Action" click the drop down
menu and select "Delete"

Date Created ^	Total ^	Action
1/12/2023	120.00 USD	View ▾
4/27/2023	150.00 USD	View ▾
4/28/2023	100.00 USD	View ▾
6/8/2023	0.00 USD	View ▾
6/22/2023	0.00 USD	View ▾

Action

120.00 USD View ▾

150.00 USD View ▾

100.00 USD View ▾

0.00 USD View ▾

0.00 USD View ▾

View

Activate

Delete

4

A Success message
will appear at the top
of the screen



Success

The selected cart has been deleted
successfully.