# Delete Cart

1. The **Requisition Creator** accesses SciQuest (BearBuy) through the eProcurement module in BFS.
   
   Click the **eProcurement** link.

2. Click the **Create Requisition** link.

3. If you don't know your **Requester ID**, click the Lookup glass.
   
   On the **Lookup** page you can search by Name. If you are not sure exactly how an employee is listed in BFS, change the logical operator to "contains" and enter a portion of their name.
   
   Click in the **Requester** field.

4. In this example, we know the Requester ID so we will key it in.
   
   Enter the desired information into the **Requester** field. Enter a valid value e.g. "012041877 - OKFOS".

5. Click the **OK** button.

6. In this example, we want to move to the **Add Items and Service** page to access the Web tab.
   
   Click the **Continue** button.

7. In order to access the SciQuest link we need to use the **Web** tab.
   
   Click the **Web** tab.

8. Clicking the **SciQuest** link allows access SciQuest (BearBuy).
   
   Click the **SciQuest** link.

9. The **SciQuest BearBuy** Homepage appears.
   
   In this example, we want to view Shopping Carts.
   
   Click the **carts** object.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>The <strong>Cart</strong> tabs selection allows us to view various Shopping Cart types.</td>
</tr>
<tr>
<td></td>
<td><strong>Active Cart</strong> Highlights the active cart. Quickly jump to your active cart by clicking this link</td>
</tr>
<tr>
<td></td>
<td><strong>Draft Carts</strong> View all of your draft shopping carts in a list which include Carts Assigned to the Requisition Creator and Carts created by the Requisition Creator.</td>
</tr>
<tr>
<td></td>
<td><strong>Favorites</strong> Quick access to items and forms you’ve saved personally or that are shared by others in the organization. The Favorites tab allows you to browse and manage both Personal and Shared Favorites.</td>
</tr>
<tr>
<td></td>
<td><strong>My Recent Carts</strong> This tab shows the user’s five most recent carts. The user may resubmit the cart directly from this screen, as well as click on the cart to view details.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>draft carts</strong> object.</td>
</tr>
<tr>
<td>12.</td>
<td><strong>My Draft Carts</strong> page appears listing an <strong>Active</strong> Draft Shopping Cart. Included is the Shopping Cart Name, Date Created and the Total. Also listed is a cart <strong>Assigned to Others</strong>.</td>
</tr>
<tr>
<td>13.</td>
<td>In this example, we want to review the items in the <strong>Active Cart</strong> before deleting the cart. Click the <strong>2010-05-27 010448619 01</strong> link.</td>
</tr>
<tr>
<td>14.</td>
<td>The <strong>Supplier/Line Details</strong> page appears. This page identifies the Supplier, Product Description, Qty and Unit Price of each item. Line Items can be selected and deleted from this page. However, in this example we will return to the Draft Cart page.</td>
</tr>
<tr>
<td>15.</td>
<td>Click the <strong>draft carts</strong> object.</td>
</tr>
<tr>
<td>16.</td>
<td><strong>Note:</strong> The Cart we are canceling has not been Returned to BFS and has not been Dispatched into a Purchase Order nor sent to the Supplier.</td>
</tr>
</tbody>
</table>
17. **Deleting** the Shopping Cart removes the Cart from the Requisition Creators Cart list.

   Click the **Delete** button.

18. The **Deleted Cart** is no longer on the Requisition Creators list of Draft Carts and is deleted from SciQuest (BearBuy).

   **End of Procedure.**