

# Delete a Draft Cart

**Learn how to delete a draft cart from Rowdy Exchange**

# Rowdy Exchange

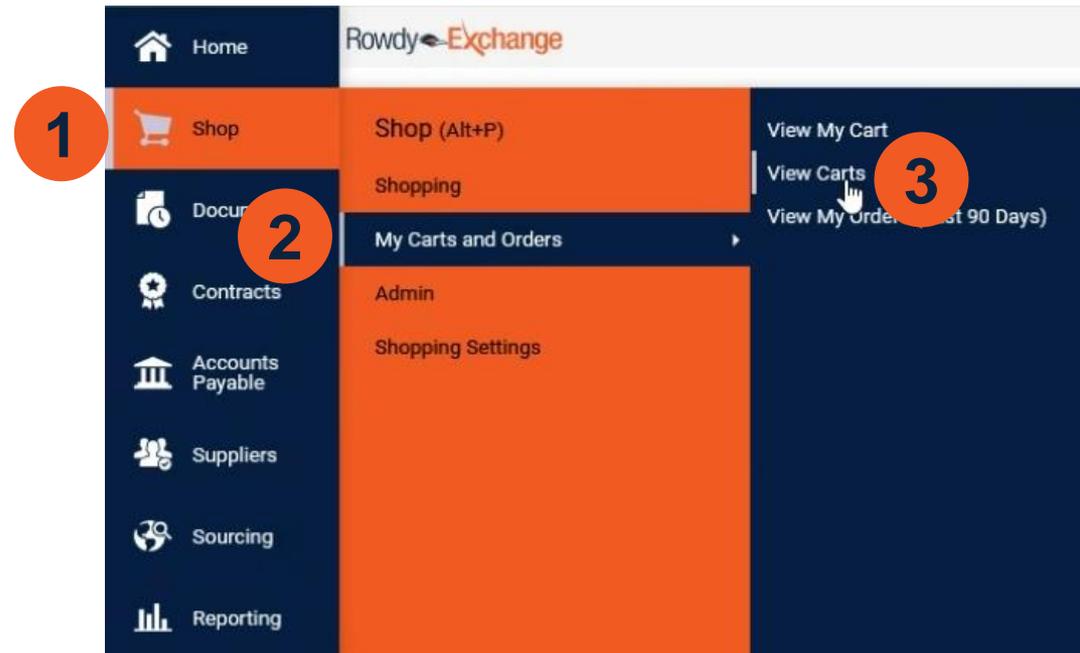
Log in to [Rowdy Exchange](#).

For instructions on logging in, view the **Access Rowdy Exchange** job aid on the [Purchasing Training](#) webpage > Rowdy Exchange Job Aids drop-down.

# Delete a draft cart (1)

On Rowdy Exchange's Shopping Dashboard, from the left-side menu, select

1. Shop, then
2. My Carts and Orders, then
3. View Carts



# Delete a draft cart (2)

This takes you to the Cart Management page, which displays your draft carts.

Each draft cart has an Action drop-down menu.

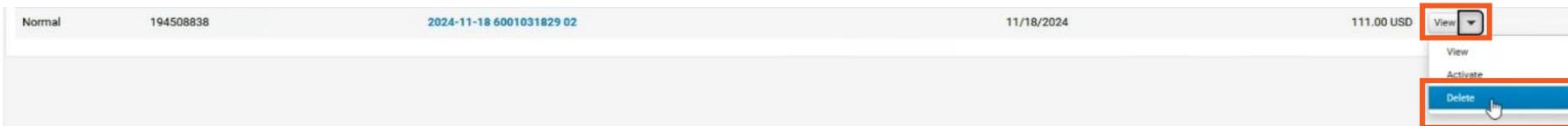


The screenshot shows the 'Cart Management' page in the Rowdy Exchange system. The page features a navigation sidebar on the left with options like Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, and Sourcing. The main content area displays a table of draft carts. The table has columns for Type, Cart Number, Shopping Cart Name, Cart Description, Date Created, and Total. The 'Action' column is highlighted with a red box, showing a 'View' dropdown menu for each row. The first row is marked as 'Active'.

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	194508720 <span>Active</span>	2024-11-18 6001031829 01		11/18/2024	11,111.00 USD	View
Normal	194508838	2024-11-18 6001031829 02		11/18/2024	111.00 USD	View

# Delete a draft cart (3)

For the draft cart you want to delete, select the drop-down menu, then select Delete.



The draft cart then disappears from the Cart Management page.

# Contact Us

If you have questions about this job aid, you can contact us at

## **Purchasing Department**

[Website](#)

Email: [Purchasing@utsa.edu](mailto:Purchasing@utsa.edu)

Phone: (210) 458-4060

# Thank you

The University of Texas at San Antonio

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