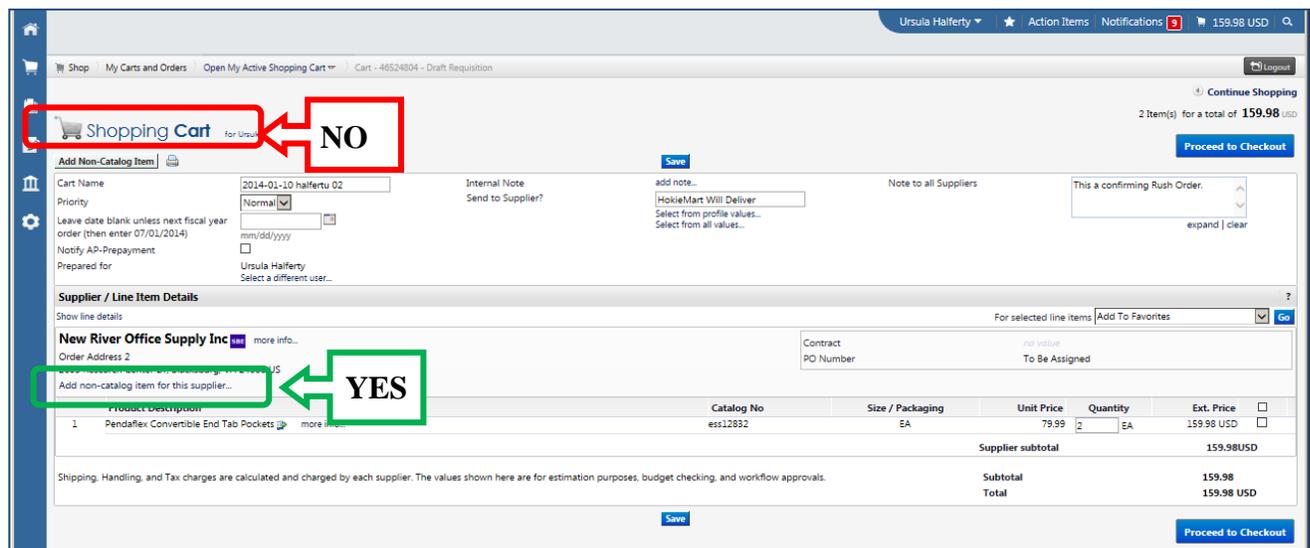# QG - Adding Items To An Existing Cart

This feature is not available for Punchout vendors.

To add items to an existing active cart in the **Non-Catalog** form:
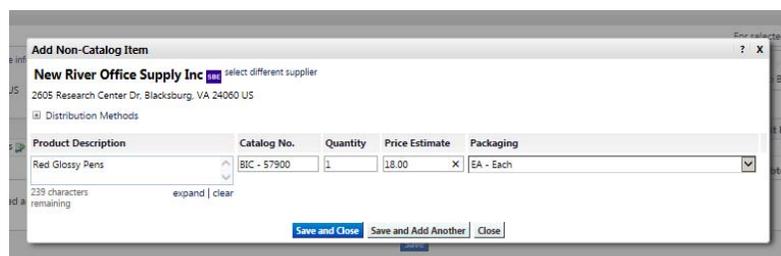- Click on and use the time saving **"Add non-catalog item" for this supplier"** displayed below vendor address.

- **NO NOT USE the "Add non-Catalog Item" button on the top of the screen.** It requires extra steps and can cause the user to inadvertently create a mixed cart, which will not go through (it will fail) in HokieMart.

Click the "Add non-catalog item for this supplier" located under the supplier name. The non-catalog item screen will reopen, with supplier information populated.

- Add an additional item(s).

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- Click "Save and Close."
- **OR** "Save and Add Another" (to add multiple items)

The additional item(s) will now be in the active cart.

All Other Forms

To add items to an existing active cart in **all other** HokieMart forms:
- Select the icon 📄 next to the product description.

The form will reopen.

- Update, delete information in General Info section.
- Update the Product Description section.
- Update Product Description, Quantity, Packaging, and Estimated Price.

- At the top of the screen from the "Available Actions" click "Save."
- Or simply from the "Available Actions" drop-down list, choose "Add and go to cart".

The up-dated information will now be in the active cart.