

# Step-by-Step Guide

## Editing Assigned Shopping Carts



### In This Guide

- ✓ Editing assigned shopping carts
- ✓ Removing lines from assigned shopping carts
- ✓ Updating item quantities

This guide demonstrates how to edit an assigned shopping cart.

### Procedure

1. From the OK Corral homepage, access your assigned shopping carts by navigating to the **Action Items** section and clicking **+ View Approvals/Assigned Carts** ⇒ **Carts Assigned to me**.
2. Click the shopping cart name to review the order.
3. Optional: To remove a line item, click the **Remove** button on the line.
4. Optional: To update the **Quantity**, enter the new quantity and click the **Update** button.

- ▲ If the **Remove** button is not visible, the item originated from a punch-out catalog and cannot be directly deleted.
- ▲ Please see the **Modifying Draft Shopping Carts** Step by Step Guide for information on editing punch-out items.



5. Once the required fields are completed and the order reviewed, it can be submitted as normal.

*You have successfully edited your assigned shopping cart.*

### Your Next Step

See the ***Splitting Accounting on Line Items*** Step-by-Step Guide if you need to split line item charges across different Accounting Codes.

See the ***Previewing Requisition Workflow and Purchase Orders*** Step-by-Step Guide, where you'll learn how to:

- ✓ Review requisition approvals
- ✓ Review purchase order information

See the ***Proceeding to Checkout*** Step-by-Step Guide, where you'll learn how to:

- ✓ Add campus and shipping information
- ✓ Add accounting codes
- ✓ Submit shopping carts as requisitions