Step-by-Step Guide

Editing Assigned Shopping Carts



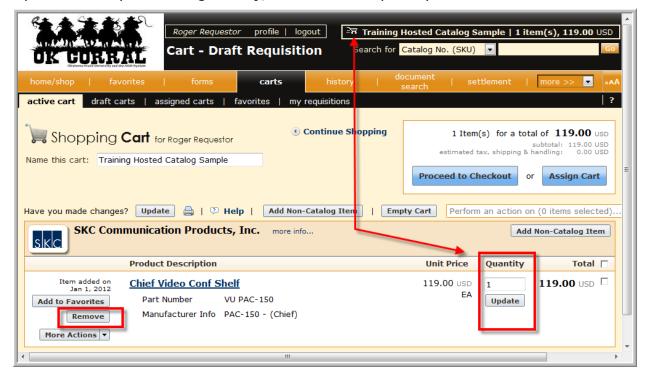
In This Guide

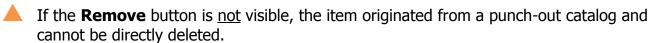
- ✓ Editing assigned shopping carts
 ✓ Removing lines from assigned shopping carts
- ✓ Updating item quantities

This guide demonstrates how to edit an assigned shopping cart.

Procedure

- 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.





A Please see the **Modifying Draft Shopping Carts** Step by Step Guide for information on editing punch-out items.

Step-by-Step Guide

Editing Assigned Shopping Carts



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* Stepby-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