

Step-by-Step Guide

Modifying Draft Shopping Carts



In This Guide

- ✓ Modifying hosted catalog shopping carts
- ✓ Modifying punch-out shopping carts
- ✓ Modifying form shopping carts

This guide demonstrates how to modify draft shopping carts.

Once items have been added to the shopping cart it may be necessary to change some of the product information, such as quantity or unit price, or remove a line item. There are different procedures for updating items from a hosted catalog, punch-out and form items.

Modifying Hosted Catalog Items

1. Access your shopping cart by clicking the shopping cart link in the upper right corner of the page...or by clicking **carts** on the navigation bar.
2. Update the Quantity.
3. Click the **Update** button.
4. To remove the line items, click the **Remove** button on the line.

Product Description	Unit Price	Quantity	Total
Vaddio Thin Profile Camera Wall Mount EVI-D70 White Part Number VU 535-2000-205 Manufacturer Info 535-2000-205 - (Vaddio)	70.00 USD EA	1 Update	70.00 USD

↔ The cart item(s) and total will update.

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Modifying Punch-out Shopping carts

If you need to add more items to your shopping cart, go to the supplier's punch-out catalog and repeat this process. Your additional items will appear in your shopping cart once completed.

If the **MODIFY ITEMS** or **VIEW ITEMS** links appear above the line items – see the Staples example on the right – click the appropriate action to access the items using the supplier's punch-out catalog.

Shopping Cart for Sally Shopper

Name this cart: Training Punch-out Sample

2 Item(s) for a total of 59.98 USD
subtotal: 59.98 USD
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update | Help | Add Non-Catalog Item | Empty Cart | Perform an action on (0 items selected)... | Select All

STAPLES more info...
Fulfillment Address 1 Edit
3040 Route 50 North, N Saratoga Springs, NY 12866 US

The item(s) in this group was retrieved from the supplier's website. What does this mean?
Need to make changes? **MODIFY ITEMS** **VIEW ITEMS** Item(s) was retrieved on: 12/5/2011 2:24:56 PM

Product Description	Unit Price	Quantity	Total
Item added on Dec 5, 2011 Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct	29.99 USD CT	2	59.98 USD

Remove | Update

Part Number 135848
Manufacturer Info STP135848 - (STAPLES)

If the **MODIFY ITEMS** or **VIEW ITEMS** links **do not** appear above the line items – see the Fisher example on the right – delete your shopping cart and repeat the process to create a new shopping cart.

Shopping Cart for Sally Shopper

Name this cart: Fisher Sample

1 Item(s) for a total of 29.80 USD
subtotal: 29.80 USD
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update | Help | Add Non-Catalog Item | Empty Cart | Perform an action on (0 items selected)... | Select All

FISHER SCIENTIFIC 1 more info...
Fulfillment Address 1 Edit
3970 Johns Creek Court, Suite 500, Suwanee, GA 30024 US

The item(s) in this group was retrieved from the supplier's website. What does this mean?
You can no longer access this item(s) on the supplier's website. What does this mean?
Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Dec 5, 2011 1-OCTANESULFONIC ACID, S SGR	29.80 USD EA	1	29.80 USD

Remove | Update

Part Number AC206140050
Manufacturer Info 206140050 - (THERMO SCI ACROS ORGANICS)

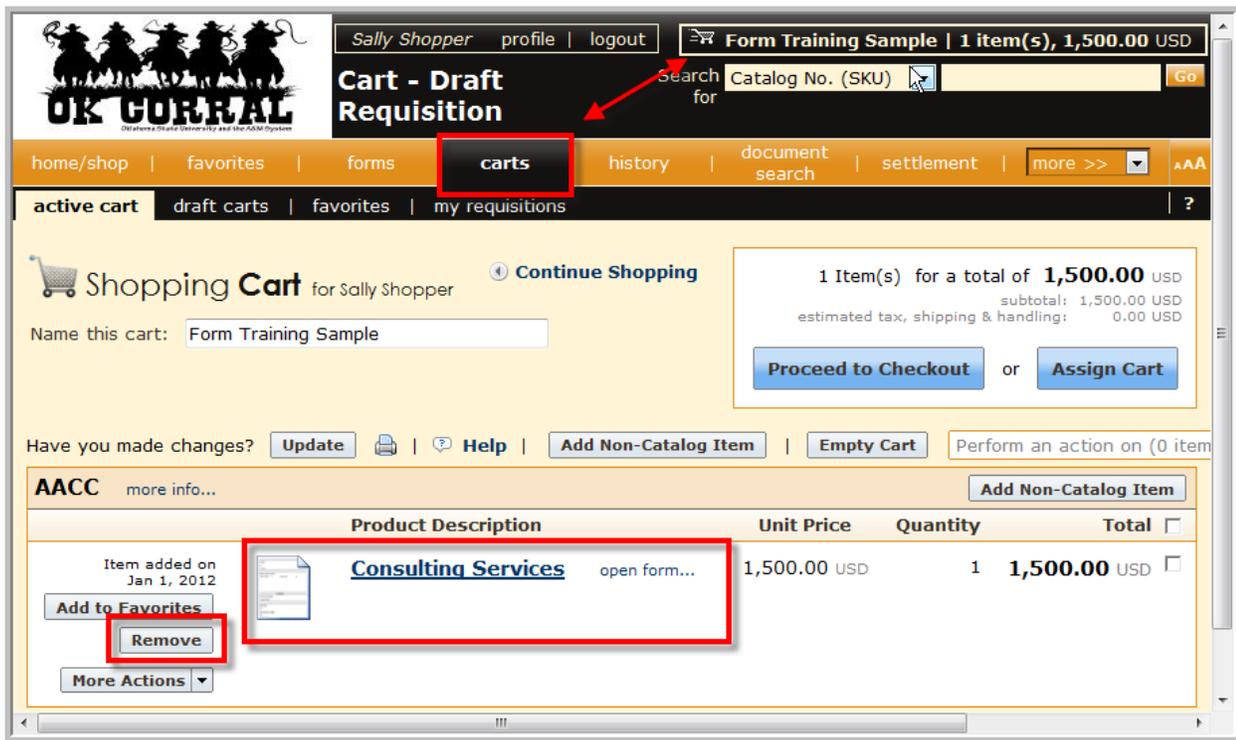
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Modifying Forms

1. Access your shopping cart by clicking the shopping cart link in the upper right corner of the page...or by clicking **carts** on the navigation bar.
2. Click on the form icon or link to open the form.



3. Modify the form where necessary.
4. In the **Available Actions** section (located at the top of page), select **Save** and click the **Go** button.
 - ▲ Select **Save** to save changes to your form.
 - ▲ The **Add to Cart** or **Add and go to Cart** option will add a second form to your shopping cart.
5. Click the **Close** button.
6. To remove the line item, click the **Remove** button on the line.

You have successfully modified your shopping cart.

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Your Next Step

Shoppers:

See the ***Assigning Shopping Carts*** Step-by-Step Guide, where you'll learn how to:

- ✓ Assign shopping carts
- ✓ Search for requesters
- ✓ Assign default requesters

Requesters:

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