



Quick Reference Guide

Modifying Items in an Assigned Cart



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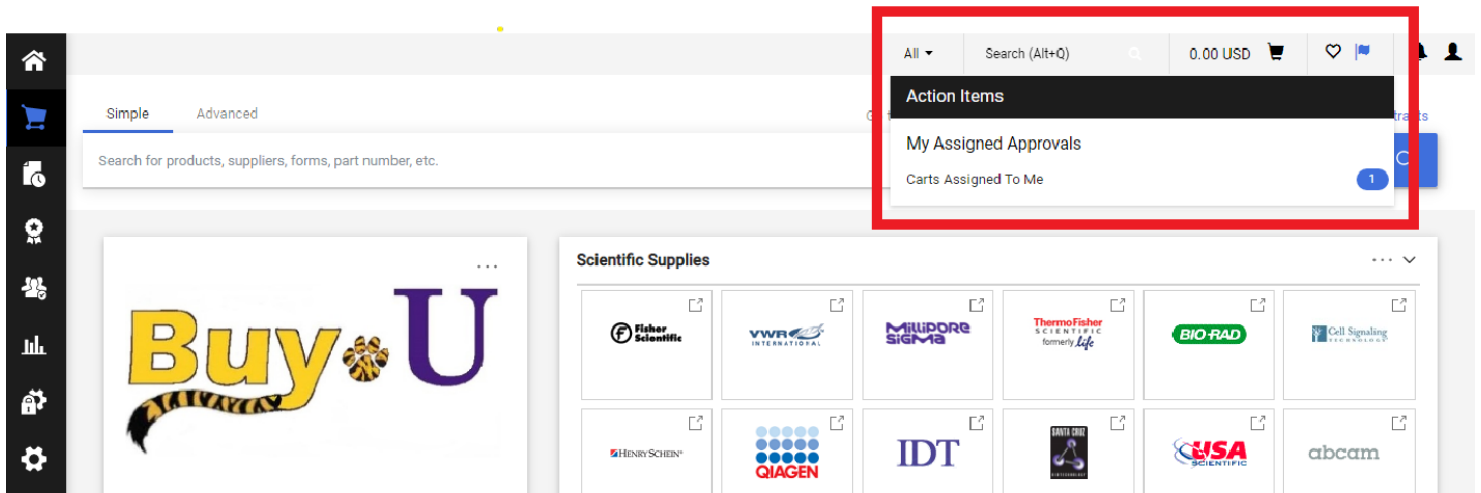
- ✓ Retrieving assigned carts
- ✓ Modifying items in a assigned cart

This guide demonstrates how to modify items in an assigned cart.

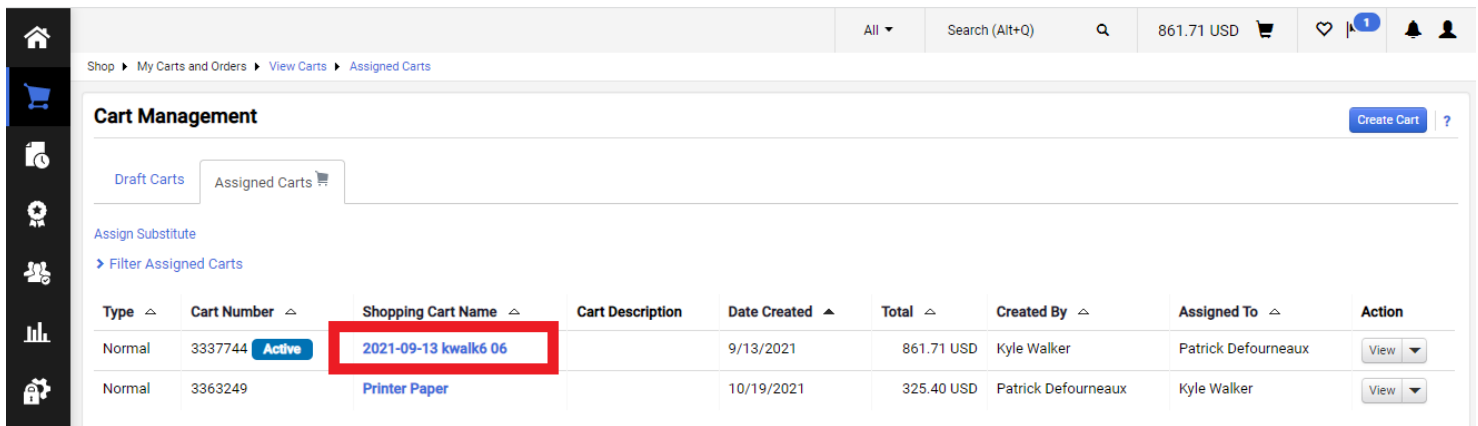
Note that adding items to a retrieved cart removes the shopper as the cart owner. The Requester will become the cart owner and the shopper will lose cart visibility.

Procedure

1. Access your assigned carts by clicking the **Flag Icon — Action Items** link in the top right of the navigation bar. Then click **Carts Assigned to Me**



2. Click the appropriate cart name to retrieve the cart.



Modifying Items in an Assigned Cart



3. The retrieved cart is now the active cart and items can be added by Clicking **Modify Items**.

The vendor punchout will re-open where additions and modifications can be made.

To **Remove** an item, click the check box on the line, then click the drop down arrow and select **Remove Selected Items**.

The screenshot displays a shopping cart interface with the following elements:

- Header:** Shopping Cart • 3337744, Search (Alt+Q), 861.71 USD, and navigation buttons: Return Cart, Assign Cart, Proceed To Checkout.
- Search:** Search for products, suppliers, forms, part number, etc.
- Items:** 4 Items, Life Technologies Corporation • 2 Items • 812.50 USD.
- Supplier Details:** Need to make changes. **MODIFY ITEMS** (highlighted in red), VIEW ITEMS. Item(s) was retrieved on: 9/13/2021 2:06:46 PM.
- Item List:**

Item	Catalog No.	Size/Pack aging	Unit Price	Quantity	Ext. Price	
1 F1-ClipTip Multichannel Pipettes	4661130N	EA	791.00	Qty: 1 EA	791.00	<input checked="" type="checkbox"/>
2 Transportation and Handling Charges	SHIPPING	EA	21.50	Qty: 1 EA	21.50	<input type="checkbox"/>
- Context Menu:** Actions for 0 selected items. Options: Move to Another Cart, Add to Draft Cart or Pending PR/PO, Add to Favorites, Remove Selected Items (highlighted in red).
- Details Panel:** For Patrick Defourneaux, Shipping 0.00, Handling 0.00, Total 861.71.

4. Click **Proceed to Checkout** once modifications are complete.

You have successfully retrieved an assigned cart and modified the items.