



Editing a Retrieved Cart

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- ✓ Retrieving assigned carts
- ✓ Removing lines from assigned carts
- ✓ Updating item quantities

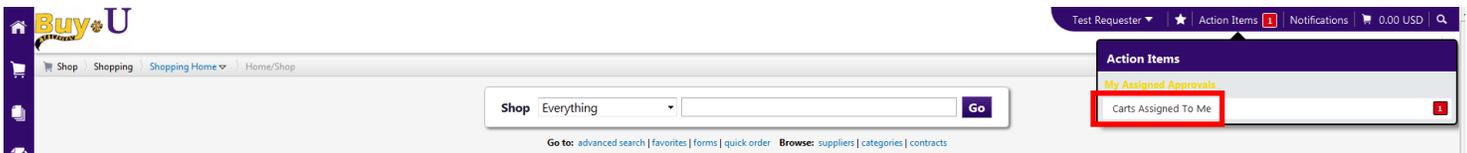
This guide demonstrates how to edit a retrieved cart. Note that editing a retrieved cart removes the Shopper as the cart owner. The Requester will become the cart owner and the shopper will lose cart visibility.

Procedure

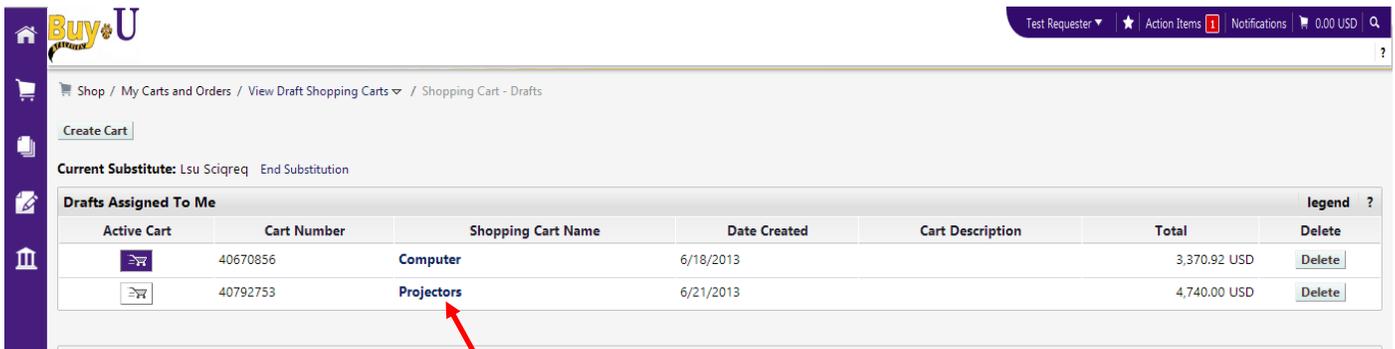
- From the **BUY-U** homepage, access your listing of assigned carts by clicking the **Action Items** link in the top navigation bar.



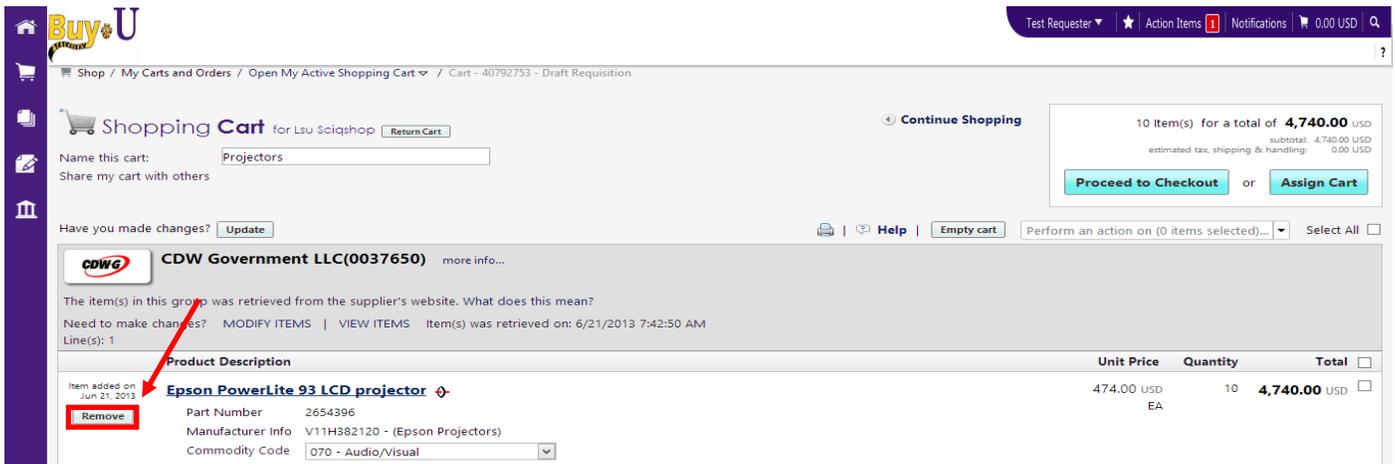
- Click **Carts Assigned to me** to retrieve the list.



- Click the desired cart name to review the order details.



- To remove a line item, click the Remove button for that line.





If the Remove button is not visible, the item originated from a punch-out catalog and cannot be directly deleted.

Please see the [Modifying An Existing Cart Quick Reference Guide](#) for information on editing punch-out items.

5. To update the **Quantity**, click **MODIFY ITEMS** to return to the supplier's Punch-Out site.
6. Enter the new quantity, click the **Update** button and click the **Checkout** button to return to **BUY-U**.

LSU GeauxShop Punchout [Cancel Punch-out](#)

Cart (10) - \$4,740.00

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Shopping Cart

Item	Quantity	Availability	Unit Price	Item Total	
Epson PowerLite 93+ LCD projector MFG Part#: V11H382120 CDW Part#: 2654398 UNSPSC: 4511814 Pricing Option Applied: Louisiana Epson 408749	<input type="text" value="8"/> Update	In Stock	\$474.00	\$4,740.00	Remove

Subtotal: **\$4,740.00**
[Lease Option \(\\$147.89/month\)](#)

[Continue Shopping](#) [Checkout](#)

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Once the required fields are completed and the order has been reviewed, it can be submitted in the normal way.

You have successfully retrieved and edited your assigned cart.