

Quick

Reference

Guide

Editing a Retrieved Cart

In This Guide

- ✓ Retrieving assigned carts
- ✓ Updating item quantities

✓ Removing lines from assigned carts

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

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

a <mark>Buy</mark> ≉U	Test Requester 🔻 🗎 🖈	Action Items 1	Notifications 🗎 🐂 0.00 USD 🛛	Q. ?
🚬 🐂 Shop 👌 Shopping 👌 Shopping Home 🗢 👌 Home/Shop				

2. Click Carts Assigned to me to retrieve the list.

<mark>≈ Buy</mark> ∗U		Test Requester 👻 ★ Action Items 📘 Notifications 🦉 0.00 USD 🔍
> Shopping) Shopping Home →) Home/Shop		Action Items
		My Assigned Approvals
	Shop Everything - Go	Carts Assigned To Me
.	Go to: advanced search favorites forms quick order Browse: suppliers categories contracts	

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

	Buv&U				Test Requeste	r 🔻 🛛 🛧 🛛 Action Items 🔟 🛛 Notifica	ions 📔 🗑 0.00 USD 🛛 🔍
	Currents.						?
Ì	📜 Shop / My Carts and (Orders / View Draft Shopping Cart	s マ / Shopping Cart - Drafts				
1	Create Cart						
	Current Substitute: Lsu	Sciqreq End Substitution					
1 D	Drafts Assigned To N	/le					legend ?
	Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
血	_ ⊒ ¥	40670856	Computer	6/18/2013		3,370.92 USD	Delete
		40792753	Projectors	6/21/2013		4,740.00 USD	Delete

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

ñ	Test Requester 🔻 📩 Action Items 🚹 Notifications 🗎 0.00 USD 🔍	
-	of this set	?
	ह Shop / My Carts and Orders / Open My Active Shopping Cart マ / Cart - 40792753 - Draft Requisition	
ال ک	Shopping Cart for Lsu Scigshop Return Cart Projectors	
血	Snare my cart with others Proceed to Checkout or Assign Cart Have you made changes? Update Image: Share my cart Perform an action on (0 items selected) Select All Cart 	
	CDW Government LLC(0037650) more info	
	The item(s) in this group was retrieved from the supplier's website. What does this mean?	
	Need to make chan es? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved on: 6/21/2013 7:42:50 AM Line(s): 1	
	Product Description Unit Price Quantity Total	
	tem added on key being the standard on key being the standard on the standard	
	Remove Part Number 2654396 EA	
	Commodity Code 070 - Audio/Visual V	







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**.

SU GeauxShop Punchout		Cancel Punct
	\\\\''' Cart (10) - \$4,740.00	
	CDWG	
	Shopping Cart	
	Item typicaliability Unit Price Item Total	
	Epson PowerLife 93+ LCD projector MFG Parter: V1H102100 CMFG Parter: V1H1021	
	Subtotal: \$4,740.00 Lease Option (\$147.89 /month)	
	Continue Shopping Checkout	
	Copyright © 2007 - 2012 CDW. All Rights Reserved.	

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.