Editing a Retrieved Cart

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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.

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

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

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

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.