Modifying Items in an Assigned Cart

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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.
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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**.

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

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