Modifying Shopping Carts
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• The procedure to modify items sometimes differs between hosted catalog items, punch-out catalog items, and form items.
• This guide will illustrate:
  – Renaming Shopping Carts
  – Adding Items to Shopping Carts
  – Modifying Hosted Catalog Items
  – Modifying Punch-out Catalog Items
  – Deleting All Items from Shopping Carts
Renaming Shopping Carts:
Every shopping cart receives a default name. We recommend that you rename your shopping carts to better identify your shopping cart’s contents and to locate the subsequent requisition/order. This is especially helpful if you have multiple shopping carts in progress at once.

Navigate to Shop > My Carts and Orders > View Carts
Select the cart you want to rename.

<table>
<thead>
<tr>
<th>Type</th>
<th>Shopping Cart Name</th>
<th>Cart Description</th>
<th>Date Created</th>
<th>Total</th>
<th>Created By</th>
<th>Assigned To</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>office supplies</td>
<td></td>
<td>3/19/2021</td>
<td>11,367.88 USD</td>
<td>Alissa Cope</td>
<td>tWill</td>
<td>View</td>
</tr>
</tbody>
</table>
1. Enter your shopping cart’s new name in the Cart Name field.
2. New Cart name will be saved automatically.
Adding Items to Shopping Carts:
To add items to your shopping cart, simply continue to shop. If you have multiple shopping carts in progress, you must first make the appropriate shopping cart your active cart.

Navigate to Shop > My Carts and Orders > View Carts
Click on the **Shopping Cart Name** to open it and make it your active cart.
Click on Proceed to Checkout
Once in your requisition cart, click on the requisition number and choose Continue Shopping from the dropdown.

Any additional items you shop for will be added to this cart.

Note: A shopping cart can contain items from multiple catalog suppliers. However, approval requirements vary based on the commodity types and dollar amounts of the items you are ordering. We strongly recommend separate carts to avoid certain items being delayed by the approvals required for other items.
To move an item to a different cart:

1. Ensure you are in the requisition, not the cart.
2. Check the box next to the line item.
To move an item to a different cart:

3. At the right of the Items header, choose the dropdown next to the check mark and select Move to Another Cart.

Note: Punchout items cannot be moved to new carts.
1. Select the radio button next to the Shopping Cart you want to move the item to.
   - If you have multiple Shopping Carts, a list of their names will be available to select from.
   - If you don’t have other Shopping Carts, you will be offered the option to Move to new cart.

2. Click the Move button.
Modifying Hosted Catalog Items in Shopping Carts:
1. To change the number of items, update the Quantity field.
2. Changes save automatically.
1. To remove a hosted catalog item, check the box to the right on the line item.
2. Click on the three dots next to it and choose **Remove** to remove the line item.
Modifying Punch-out Catalog Items:

If the Modify Items link appears...
Click the Modify Items link to be transferred back to your punch-out session on the supplier’s website. Modify your items and checkout to return your shopping cart to UD Exchange.
If the Modify Items link doesn’t appear...
This supplier doesn’t allow you to modify your punch-out session. You need to delete all of the items in your shopping cart from that supplier. To do this:

1. Click ‘…’ next to the line item.
2. Select **Remove** to remove the line item.

Begin a new punch-out session from the Shopping Home Page.
Modifying Non-Catalog Orders:
1. To change the number of items, modify the Quantity field.
2. All changes will be saved automatically.
You can also check the box next to a line item (1) and select **Arrow Drop Down** on the line items menu (2).
Deleting All Items from Shopping Carts:
To completely empty your shopping cart:
1. Select Remove All Items from the line items menu.
Resources

Procurement Services
procurement@udel.edu