Modifying Shopping Carts

Revised 2/8/2023
Modifying Shopping Carts

The procedure to modify items and shopping carts 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.
Enter your shopping cart’s new name in the **Cart Name** field.
The new Cart Name will be saved automatically.
Adding Items to Shopping Carts
To add items to your active 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**.*

To select a specific cart, navigate to **Shop > My Carts and Orders > View Carts**.
Select one of your carts to open it and make it your **active cart**.
Click on the ellipsis and choose **Continue Shopping** from the drop-down.

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 for each supplier* to avoid some items being delayed by the approvals required for others.
Once you have finished shopping for additional items, click **Proceed to Checkout**
Moving Items to Other Shopping Carts

(Please note: this function is not available for punch-out catalog orders)
To move an item to a different cart, first ensure you are in the *draft requisition*, not the shopping cart.

Check the box next to the line item you wish to move.
To move the item to a different cart, click the drop-down menu and select **Move to Another Cart**.
Click the link 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.
Modifying Hosted Catalog Items
To modify the number of items, update the **Quantity** field.

Changes save automatically.
To remove a hosted catalog item, **check the box** to the right of the line item.

Click on the **ellipsis** next to it and choose **Remove** to remove the line item.
Modifying Punch-out Catalog Items
If the **Modify Items** link appears, click the link to be transferred back to your punch-out shopping session on the supplier’s website. Modify your items and checkout to return your shopping cart to UD Exchange.
If the **Modify Items** link *does not* appear, this supplier does not allow you to modify your punch-out session.

You will need to delete the items in your shopping cart from that supplier. To do this:

- Click the **ellipsis** next to the line item.
- Select **Remove** to remove the line item.

You can then begin a new punch-out session from the Shopping Home Page.
To modify the number of items, update the **Quantity** field.

Changes save automatically.
To view other options for modifying your cart, **check the box** next to a line item and select the **drop-down menu**.
Deleting All Items from Shopping Carts
To completely empty your shopping cart:

**Click the box** next to the line item.

**Select the drop-down menu** and click **Remove All Items**.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• Adding Details to Shopping Carts