



# Shopping Cart: Update or Delete a Cart

## Use this Job Aid to:

- Learn how to update an existing Shopping Cart
- Learn how to delete an existing Shopping Cart

### BEFORE YOU BEGIN

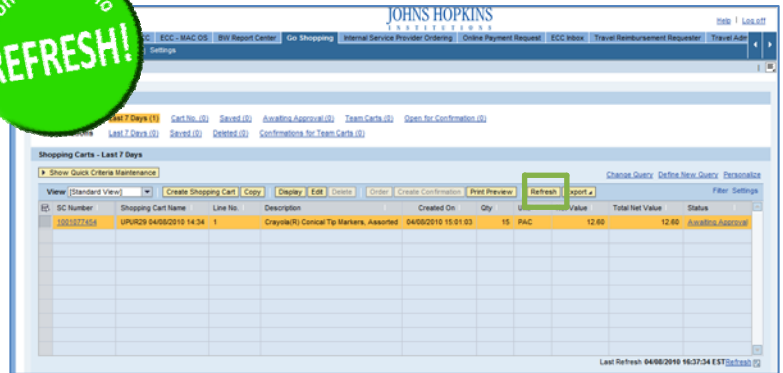
You will need to know the name of the existing Shopping Cart you would like to update or delete.

## Update or Delete a Shopping Cart

Use this procedure when you have created a Shopping Cart for items that are no longer required and for which you do not want a Purchase Order created.

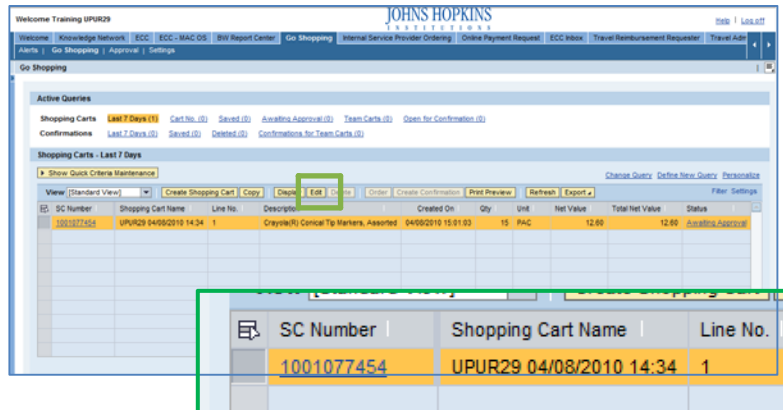
Note that you may update and/or delete a Shopping Cart either before or after the Purchase Order has been created. If the PO has already been created, you must call Supply Chain Shared Services to delete the PO. Then, you will need to delete the Shopping Cart line items that correspond to that particular Purchase Order.

- 1. Refresh.** At the Shopping Home Page, click “Refresh” to make sure that you are viewing the most up-to-date information.



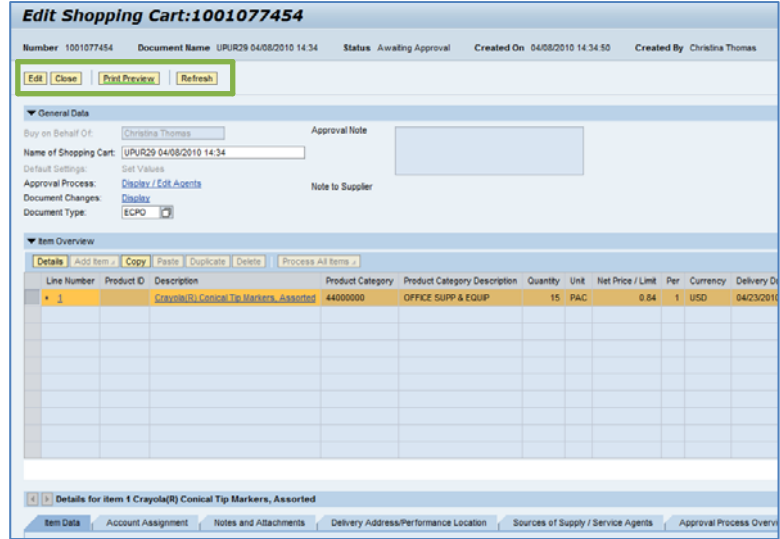
- 2. Edit a Cart.** Locate the Shopping Cart you wish to edit on the Home Page. Click on the underlined Shopping Cart Number under the heading “SC Number.” This will take you directly to the Shopping Cart data.

- You can also click on the gray box to the left of the SC Number and then click “Edit.” This will take you to the same screen.



**3. Edit Shopping Cart Data.** When you arrive at the Shopping Cart data screen, all of the fields will be grayed out. Click the **“Edit”** button at the top of the screen to open up the fields so that they can be adjusted.

- Make any necessary edits to the cart just as you would if you were originally creating the cart.
- When you have finished editing the cart, click **“Check”** to confirm that the cart has no errors.
- Click **“Order”** to re-place the order, just as you would when you first created the cart.
- Click **“Close”** to return to the Shopping Cart Home Page.



**4. Refresh!** After you arrive at the Shopping Cart Home Page, click **“Refresh.”** This is necessary to see the updated cart in your queue.



**5. Delete a Cart.** Locate the Shopping Cart you wish to delete on the Shopping Cart Home Page.

- Click the gray box to the left of the Shopping Cart you wish to delete and then click the **“Delete”** button.

