Quick Reference Guide

Editing a Retrieved Cart

In This Guide

✓ Retrieving assigned carts
✓ Updating item quantities
✓ Removing lines from assigned carts

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 LSU GeauxShop 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.
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 **LSU GeauxShop**.

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.