CU Marketplace How-to: Modifying Shopping Carts [1]

The procedure to modify items sometimes differs between hosted catalog items, punch-out catalog items, and form items.

Read the procedures

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.

1. Open your active shopping cart by clicking the cart icon located in the ribbon at the top of the screen…or use your side navigation bar to go to **Shop > My Carts and Orders > View Carts** and select the appropriate cart.
2. Enter your shopping cart's new name in the **Name** field.

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. Use your side navigation bar to go to **Shop > My Carts and Orders > View Carts** and click on the shopping cart name; that is now your active cart.

A shopping cart can contain items from multiple catalog suppliers. However, approval requirements are determined by your shopping cart total. Some things to consider:

- Financial approval, and Sponsored Project approval for Fund 30/31, is required for all shopping carts over $10,000.
- PSC approval is required for shopping carts over $10,000 that contain a form.
- PSC approval is also required for shopping carts over $25,000 that contain only catalog items.

Modifying Form Information

1. Open your active shopping cart by clicking the cart icon located in the ribbon at the top of the screen…or use your side navigation bar to go to **Shop > My Carts and Orders > View Carts** and select the appropriate cart.
2. Make the necessary changes and save using the Available Actions dropdown.

Modifying Punch-out Catalog Items

1. Open your active shopping cart by clicking the cart icon located in the ribbon at the top

of the screen…or use your side navigation bar to go to **Shop > My Carts and Orders > View Carts** and select the appropriate cart.

2. 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 CU Marketplace.

3. 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, select each item using the checkboxes on the right side and use the dropdown to select *Remove Selected Items* . Begin a new punch-out session.

Deleting All Items from Shopping Carts

To completely empty your shopping cart, click the menu icon next to the shopping cart number and select **Empty Cart**.

Source URL:https://www.cu.edu/psc/cu-marketplace-how-modifying-shopping-carts

Links
[1] https://www.cu.edu/psc/cu-marketplace-how-modifying-shopping-carts