WIVERSITYOF **EXCHANGE**

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









^	BELAWARE EXCHANGE	TEST SITE				Purchase Orders 🔻	Search (Alt+Q)	Q 2	2,000.00 USD 📜	♡ 2	↓ 2∎
	Shop 🕨 My Carts and (Orders View Carts Assigned Carts									
2	Cart Manager	ment								Crea	ate Cart ?
Í.	Draft Carts 🗮	Assigned Carts									
õ	Assign Substitute										
俞	Filter Assigned C	Carts									
fe)	Туре 🗠	Shopping Cart Name	Cart Description	Date Created 🔺	Total 🗠	Created B	by 🗠	Assigned To		Action	
28	Normal	office supplies		3/19/2021	11	1,367.88 USD Alissa Co	ре	t Will		View 💌	
3 9		Sel	ect the cart you wan	t to rename.							

шь

Powered by JAGGAER | Privacy Policy





WE EXCHANGE TES	T SITE				Purchase Orders 🔻	Search (Al	t+Q) Q	100.00 US	D 🗶 🛇 №	27
hopping Cart • She	opping Cart All chan	nges saved				∃ ⊛	• ·	• • Assign Ca	rt Proceed To	o Checko
Simple Advanced							Details			~
Search for products, supp	iers, forms, part number, etc					Q	For t Will			
Cart Name	My new cart 1000						Estimate (1	00.00 USD)		`
	ing non-our root	· · · · ·					Subtotal		100.0	00
Description							Total		100.0	00 USI
Multi-Invoice/Payment	E	Enter your shopp	ing cart's nev	w name in the C	a rt Name fi	eld.				
1 Item	т	The new Cart Nar	ne will be sa	ved automatica	lly.					
ADIDAS · 1 Item · 10	0.00 USD				•					
∧ SUPPLIER DETAILS)									
Contract	no value	PO Number	To Be Assigned							
Quote number										
Item		Catalog No.	Size/Packaging	Unit Price Quantit	y Ext. Price					
1		1234	EA	100.00 1 E	A 100.00	🗖				
lest										





Adding Items to Shopping Carts

6









DELAWARE EXCHANGE	TEST SITE			Purchase Orders 🔻	Search (Alt+Q)	Q 100.00 USD	₩ ♥ 🖓 🖓
Shop 🕨 My Carts and Orders	► View Carts ► [Draft Carts					
Cart Managemen	nt						Create Cart ?
Draft Carts	ssigned Carts						
	5						
Filter Draft Carts							
Туре 🗠		Shopping Cart Name	Cart Description	Date Created 🔺	Total 🗠		Action
Normal	Active	My new cart 1000		8/12/2021		100.00 USD	View 🔻
Normal		2021-08-14 twood 01		8/14/2021		513.00 USD	View 🔻
Normal		2021-08-16 twood 01		8/16/2021		0.00 USD	View -
Normal		2021-08-21 twood 01		8/21/2021		86,000.00 USD	View 💌
Normal		2021-08-22 twood 01		8/22/2021		2,000.00 USD	View 💌
		Select	one of your carts to open it a	and make it your acti	ve cart.		

íc

ö

血

놂

39

屾

Powered by JAGGAER | Privacy Policy







SERVICE EXCHANGE TEST SITE			Purchase Orders 🔻	Search (Alt+0	2,000.00 USD 💆	♡ 2	↓ 2 1
Shopping Cart • Shopping Cart				≡ ●	Assign Cart	Proceed To Ch	eckout
Simple Advanced Search for products, suppliers, forms, part number, etc.		Once you have fir click Proceed to C	iished shopp heckout	ing for	additional items,		~
Cart Name 2021-08-22 twood 01 Description Multi-Invoice/Payment					Estimate (2,000.00 USD) Subtotal Total	2,000.00	USD
100 Items 15 ELKTON ROAD ASSOCIATES LLC · 100 Items · 2,0	000.00 USD			·			
SUPPLIER DETAILS ACH-100 DEAN DRIVE : 100 DEAN DRIVE, N Contract no value	IEWARK, De 🔻 PO Number To Be Assigned						
Item 1 Contractor for Cleaning services	Catalog No. Size/Packaging EA	Unit Price Quantity 20.00 100 EA	Ext. Price 2,000.00 · ·	· 🗆			ŧ
ertest.sciquest.com/apps/Router/ShoppingDashboardUser	Details?t					Powered by JAGGA	ER Privacy Polic





Moving Items to Other Shopping Carts

(Please note: this function is not available for punch-out catalog orders)



uisition • 3323752						=	۰ 🖶	0	•••	Assign Cart
ummary PO Preview Comment	s 🕦 Attachments History							1		
Istification	matu	Note to all ouppliers	10 10100							
	n poy	Attachments for all suppliers	Add						Draft (re	eturned)
ternal Attachments Auc		PO Clauses	1 View details				🛕 Be a	ware of thes	e issues.	
		Additional Notes to print on PO	no value				You	may review a	nd proceed.	
							Emp	ty: Internal M	Note/Busines	s Justification
100 Items							Total (10),000.00 US	SD)	
							Subtotal			
OA FAST MAIN ASSOCIATION	11 C • 100 Items • 10 000 00 USD									
To move an ite	em to a different cart, f	first ensure you a	re in the	draft re	equisitio	<i>n</i> , not	the sh	oppi	ng ca	art.
To move an ite Check the box	em to a different cart, f a next to the line item y	first ensure you a you wish to move	re in the	draft re	equisitio	<i>n</i> , not	the sh	oppi	ng ca	art.
To move an ite Check the box	em to a different cart, f a next to the line item y	first ensure you a you wish to move o. Size/Packaging	re in the ^{Unit Price}	Quantity	Ext. Price	<i>n</i> , not	the sh	oppi	ng ca	art.
To move an ite Check the box Item	em to a different cart, f a next to the line item y catalog No	first ensure you a you wish to move o. size/Packaging EA	re in the Unit Price	Quantity 100 EA	Ext. Price	<i>n</i> , not	the sh	oppi	ng ca	art.
To move an ite Check the box Item	em to a different cart, f a next to the line item y catalog No	first ensure you a you wish to move o. size/Packaging EA	re in the Unit Price 100.00	Quantity 100 EA	Ext. Price	<i>n</i> , not	the sh	Oppi Draft Active t Will	ng ca	art.
To move an ite Check the box Item Test item	em to a different cart, f a next to the line item y catalog No no value	first ensure you a you wish to move o. Size/Packaging EA	re in the Unit Price 100.00 no value	Quantity 100 EA	Ext. Price	<i>n</i> , not	the sh	Draft Active t Will Start - Parall	ng ca	art.
To move an ite Check the box Item Test item	em to a different cart, f a next to the line item y catalog No <i>no value</i> 43000000 / Information Technology Broadcasting & Telecommunications	first ensure you a you wish to move o. Size/Packaging EA Internal Note/Business Justification Internal Attachments	re in the Unit Price 100.00 no value Add	Quantity 100 EA	Ext. Price	<i>n</i> , not … □ ◀	the sh	Draft Active t Will Start - Parall	ng ca	art.
To move an ite Check the box Item Test item	em to a different cart, f em to the line item y catalog No <i>no value</i> 43000000 / Information Technology Broadcasting & Telecommunications	first ensure you a you wish to move o. Size/Packaging EA Internal Note/Business Justification Internal Attachments External Note	re in the Unit Price 100.00 no value Add no value	Quantity 100 EA	Ext. Price	<i>n</i> , not	the sh	Draft Active t Will Start - Parall PR VJ Future	NG Ca el Steps alidation	art.



Ĺ



NAME EXCHANGE TEST SIT	E					Procurement Requ	uests 🔻	Search (Alt-	+Q) 🤇	10,000.00	USD 📜	♥ №
Requisition • 3323752								•	8	••••	Assign Cart	Place
Summary PO Preview	Comments 🚺 Attachments H	listory										
Justification	▲ Empty		Attachments for all suppliers	Add						Draft (retu	med)	
Internal Attachments	Add		PO Clauses	1 View details					Be aware of the	ese issues.	neuj	
			Additional Notes to print on PO	no value				_	You may review	and proceed.		
									Empty: Interna	l Note/Business J	ustification	
100 Items						1		Tota	al (10,000.00 L	JSD)		
104 FAST MAIN ASSO	To move the	item to a diffe	erent cart click t	he dron	-down	menu		Add to Fav	vorites			10,00
			or Cart		aonn	monia		Remove S	elected Item	S		10,00
	and select M	ονε το εποτή										
∧ SUPPLIER DETAILS MAIN	and select M	ove to Anoth	ier Gart.					Remove A	Il Items			
SUPPLIER DETAILS MAIN Contract		PO Number	To Be Assigned					Remove A Move to A Change Su	II Items nother Cart + upplier			
SUPPLIER DETAILS MAIN Contract Quote number	no value	PO Number	To Be Assigned					Remove A Move to A Change Su Add to Dra	II Items nother Cart - upplier aft Cart or Pe	ending PR/PO	sponse	
SUPPLIER DETAILS MAIN Contract Quote number	no value	PO Number	To Be Assigned					Remove A Move to A Change Su Add to Dra Change Co	II Items mother Cart upplier aft Cart or Pe ommodity Co	nding PR/PO	sponse 's	
SUPPLIER DETAILS MAIL Contract Quote number Item	no value	PO Number Catalog No.	To Be Assigned	Unit Price	Quantity	Ext. Price		Remove A Move to A Change Su Add to Dra Change Co Wor	II Items Inother Cart - upplier aft Cart or Pe ommodity Co kflow	nding PR/PO	sponse 's	C
SUPPLIER DETAILS MAII Contract Quote number Item I Test item	no value	PO Number Catalog No.	To Be Assigned Size/Packaging EA	Unit Price 100.00	Quantity	Ext. Price 10,000.00	••••	Remove A Move to A Change Su Add to Dra Change Co Wor	Il Items nother Cart - upplier aft Cart or Pe ommodity Co kflow	nding PR/PO	sponse 's	
SUPPLIER DETAILS MAIL Contract Quote number	no value	PO Number Catalog No.	To Be Assigned Size/Packaging EA	Unit Price 100.00	Quantity	Ext. Price	•	Remove A Move to A Change Su Add to Dra Change Co Wor	Il Items upplier aft Cart or Pe ommodity Co kflow Draft Active t Will	nding PR/PO ode	sponse 's	Ľ
SUPPLIER DETAILS MAIR Contract Quote number Item Test item Test item TITEM DETAILS P Contract:	no value no value no value	PO Number Catalog No.	To Be Assigned Size/Packaging EA Internal Note/Business	Unit Price 100.00 no value	Quantity 100 EA	Ext. Price 10,000.00		Remove A Move to A Change St Add to Dra Change Co Wor	All Items Another Cart - upplier aft Cart or Pe commodity Co kflow Draft Active t Will Start - Pari	nding PR/PO ode	sponse 'S	
SUPPLIER DETAILS MAIL Contract Quote number tem Test item Test item Time DETAILS P Contract: Commodity Code	no value no value 43000000 / Information	PO Number Catalog No.	To Be Assigned Size/Packaging EA Internal Note/Business Justification Internal Attachments	Unit Price 100.00 no value Add	Quantity 100 EA	Ext. Price	•	Remove A Move to A Change Su Add to Dra Change Co Wor	All Items another Cart - upplier aft Cart or Pe ommodity Co kflow Draft Active t Will Start - Period	anding PR/PO	sponse 'S	Ľ
SUPPLIER DETAILS MAIR Contract Quote number Item I Test item I TEST item Contract: Commodity Code Account Code	and select Mi no value no value 43000000 / Information Telecommunications	PO Number Catalog No.	To Be Assigned Size/Packaging EA Internal Note/Business Justification Internal Attachments External Note	Unit Price 100.00 no value Add no value	Quantity 100 EA	Ext. Price 10,000.00	••••	Remove A Move to A Change St Add to Dra Change Co Wor	All Items another Cart - upplier aft Cart or Pe commodity Co kflow Draft Active t Will Start - Pare Pare Putu	allel Steps Validation re	sponse 'S	Ľ
SUPPLIER DETAILS MAIL Contract Quote number tem Test item Test item Test item Contract: Commodity Code Account Code	and select Mi no value no value 43000000 / Information Telecommunications 141214 COMPUTER HARDWARE AND	PO Number PO Number Catalog No. Technology Broadcasting &	EA Size/Packaging EA Internal Note/Business Justification Internal Attachments External Note Attachments for supplier	Unit Price 100.00 no value Add no value Add	Quantity 100 EA	Ext. Price 10,000.00	•	Remove A Move to A Change Su Add to Dra Change Co Wor	All Items another Cart - upplier aft Cart or Pe ommodity Cc kflow Draft Active t Will Start - Pare Futu	anding PR/PO ode	sponse 'S	Ľ







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.

n Cart





Modifying Hosted Catalog Items



â	Home	All - Search (Alt+Q)	456.28
7	Shop	Shopping Cart • Shopping Cart saving $\equiv \odot$	9 ···· Assign Cart Proceed To Checkout
6	Orders	After-The-Fact Durchase	Details ~
Q	Contracts	Waiver of Bid	For Margot McCabe
血	Accounts Payable		Estimate (456.28 USD)
.	Suppliers	^{2 Items} To modify the number of items, update the Quantity field.	Shipping, Handling, and Tax charges are calculated
%	Sourcing	KEEN COMPRESSED Changes save automatically	and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
հ	Reporting	SUPPLIER DETAILS	Subtotal * 456.28
A	Administer	Contract UD-MSA-0025 PO Number To Be Assigned	Total * 456.28
₽	Setup	Quote number	
		Item Catalog No. Size/Packaging Unit Price Quantity Ext. Price	
		1 HELIUM 200 U HEL HE2 CYL 228.14 2 CYL 456.28 ···	
٩	Menu Search	▲ ITEM DETAILS ◆ Manufacturer Keen Compressed Gas Co Contract: UD-MSA-0025 Internal	
	÷		Powered by JAGGAER Privacy Polic





Item	Catalon No	Size/Packaging	Unit Price 0	uantity Ext Price		Details	
1 3M 17IN BLUE 5300 CLEANER PAD EA	17BLUPAD	CS	19.33	3 CS 57.99	🗆	For t Will	
∧ ITEM DETAILS						Estimate (212.11 USD)	
Manufacturer Name 3M SVH4498 [NC]	Contract:		Internal Note/Busine	SS		Subtotal	2
Manufacturer Part 7000000674 Number	Commodity Code	47000000	Justification		11.	Total	2
UNSPSC 47-12-16-08		Cleaning Equipment & Supplies		1000 characters remaining	expand I clear		
more info			External Note				
				1000 characters remaining	expand I clear		
			PO Type Override				
2 3M 20IN BLUE 5300 CLEANER PAD EA	20BLUPAD	CS	25.25	1 CS 25.25	🗸		
To remove a hosted catal	log item, check	the box to the	e right of the l	ine item	Remove		
					Add to F	avorites	
Click on the ellipsis next	to it and choose	e Remove to r	emove the lin	e item	Move to	Another Cart	
UNSPSC 47-12-16-08			External Note				
more info					1.		
				1000 characters remaining	expand I clear		
			PO Type Override				

Modifying Punch-out Catalog Items



ARE EAGHANGE TEST SITE						All •	Scarch (A	alt+Q)	599.20 USD	
Shopping Cart • Shopping	g Cart						≣ ⊛	• …	Assign Cart	Proceed To C
W B MASON CO INC · 160	Items · 499.20 USD							Dataila		
∧ SUPPLIER DETAILS								For		
Contract	io value	PO Number	To Be Assigned					Estimate (599	.20 USD)	
Quote number								Subtotal Total		599.20 599.20
			4 6 4 4 6 7 4 8 4							
Need to make changes? MODIFY • S.F. 1 Standard Econolmy Chisel	TTEMS VIEW ITEMS Item(s) Point 210 Full-Strip Staples, 5000	was retrieved on: 8/23/202 I/Box	1 8:14:37 AM							
Need to make changes? MODIFY • S.F. 1 Standard Economy Chisel Item	TEMS VIEW ITEMS Item(s) Point 210 Full-Strip Staples, 5000	was retrieved on: 8/23/202 /Box Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	unch-o	utshoor	aing soci	ion
Need to make changes? MODIFY • S.F. 1 Standard Economy Chisel Item If the Modify On the suppl Manufacturer Part Number	view rems item(s) Point 210 Full-Strip Staples, 5000 vitems link app fer's website. N swi35108	vas retrieved on: 8/23/202 //Box Catalog No. pears, click t Modify your Contract: Commodity Code	Size/Packaging the link to be items and ch Select price or contrac	Unit Price transferred neckout to r	Quantity d back t return y	Ext. Price	unch-o ping ca	ut shopp art to UD	oing sessi) Exchang	on ge.
Need to make changes? MODIFY • S.F. 1 Standard Economy Chied Item If the Modify on the suppl Manufacturer Part Number Supplier Part Auxiliary ID more Info	TEMS VIEW TEMS Item(s) Point 210 Full-Strip Staples, 5000 VItems link app er's website. N SWI35108 C-61487847/5830158638	vas retrieved on: 8/23/202 //Box Catalog No. Dears, click t Modify your Contract: Commodity Code	Size/Packaging the link to be items and ch Select price or contrac 44000000 Office Equipment & Supplie	Unit Price transferred neckout to r t unternal Note Justification es	Quantity d back t return y re/Business	Ext. Price	unch-o ping ca	ut shopp art to UD	oing sessi) Exchang	on ge.











ía

Ö

血

4

39

հր



DELAW	WE EXCHANGE TEST S	ITE						All 👻 Searc	n (Alt+Q)	3,499.20	! ♡ <mark>^</mark> 2	2
s	Shopping Cart • Shop	ping Cart All changes save	ed					≣ ⊛		Assign Cart	Proceed To Ch	neckout
	190 Items							_				
	ADIDAS · 30 Items · 3,0	000.00 USD						…	Details For			~
	∧ SUPPLIER DETAILS ■								t Will			
	Contract	no value	PO Number	To Be Assigned					Estimate (3,499.	20 USD)	3 499 20	~
	Quote number								Total		3,499.20	USD
	ltem		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price					
	¹ Test		1234	EA	100.00	30 EA	3,000.00	…				
	^ ITEM DETAILS	1	To modify the	number of it	ems, upd	ate the C	uantity	field.				
	Contract:	Select price or cor										
	Commodity Code	1000000	Changes save a	automatically								
		Live Plant, Animal Material	& Supplies	External Note				1				
				Zero Dollar Overrio	le	acters remaining	expand c	ear				



Description						Details		
Multi-Invoice/Payment						For t Will		
12 Items					1 🗸	Estimate (103,20	00.00 USD)	
TEST JAMES DOORCHECK INC · 12 Items · 103	3,200.00 USD				~~~	Add to Favorites Remove Selected Iten	ns	103,200.00
Contract	ner options for m	nodifying your	cart, check the	e box		Move to Another Cart	1	
	ne item and sele	ect the drop-d	own menu.			Change Supplier Add to Draft Cart or P	Pending PR/PO	
Quote number		Size/Packaging	Unit Price Quantity	Ext. Price		Change Supplier Add to Draft Cart or P Change Commodity C	ending PR/PO	
Quote number Item	Catalog No.	Size/Packaging	Unit Price Quantity 8,600.00 12 EA	Ext. Price 103,200.00		Change Supplier Add to Draft Cart or P Change Commodity C	Pending PR/PO Code	
Quote number Item I Hardware for DuPont hall ITEM DETAILS	ne item and sele	Size/Packaging EA	Unit Price Quantity 8,600.00 12 EA	Ext. Price 103,200.00		Change Supplier Add to Draft Cart or P Change Commodity C	Vending PR/PO Code	
Quote number Item I Hardware for DuPont hall Contract:	ne item and sele	Size/Packaging EA	Unit Price Quantity 8,600.00 12 EA work order # 106368	Ext. Price 103,200.00		Change Supplier Add to Draft Cart or P Change Commodity C	Pending PR/PO Code	
Quote number Item I Hardware for DuPont hall Contract: Commodity Code 48000000 Service Industry Max	Catalog No.	Size/Packaging EA	Unit Price Quantity 8,600.00 12 EA work order # 106368 981 characters remaining	Ext. Price 103,200.00 expand clear		Change Supplier Add to Draft Cart or P Change Commodity C	Pending PR/PO Code	
Quote number Item 1 Hardware for DuPont hall Contract: Contract: Commodity Code 48000000 Service industry Machine	Catalog No.	EA Size/Packaging EA Internal Note/Business Justification External Note	OWN MENU. Unit Price Quantity 8,600.00 12 EA work order # 106368 981 characters remaining Per telephone conversation with 7/7/2021. We need this on site 7/20/2021 907 characters remaining	Ext. Price 103,200.00 expand clear h Sam on no later than		Change Supplier Add to Draft Cart or P Change Commodity C	Pending PR/PO	





Deleting All Items from Shopping Carts







Description									I		
Multi-Invoice/Payment								Details For t Will			
12 Items						1	×-	Estimate (103,	,200.00 USD))	
TEST JAMES DOORCH	To completely empt	ty your sl	nopping cart:				·~^ ^	dd to Favorites	0000	-	103,200.00
∧ SUPPLIER DETAILS ● Contract	Click the box next t	o the line	e item.				R	emove All Items	art		
Quote number	Select the drop-d	lown me	nu and click	Remove All I	tems.		C A C	hange Supplier dd to Draft Cart or hange Commodity	r Pending P y Code	PR/PO	
Quote number Item	Select the drop-d	OWN ME	enu and click	C Remove All I	tems.	xt. Price	C A C	Change Supplier add to Draft Cart or Change Commodity	r Pending P y Code	PR/PO	
Quote number Item Hardware for DuPont ha	Select the drop-d	Catalog No.	enu and click ^{Size/Packaging} EA	C Remove All It Unit Price Quantit 8,600.00 12 E	tems. ity Ex EA 103	xt. Price 3,200.00 ···		hange Supplier .dd to Draft Cart or :hange Commodity	r Pending P y Code	PR/PO	
Quote number Item I Hardware for DuPont ha	Select the drop-d	OWN ME	enu and click Size/Packaging EA	C Remove All It Unit Price Quantit 8,600.00 12 E	tems. ity Ex EA 103	xt. Price 3,200.00 ···		hange Supplier .dd to Draft Cart or :hange Commodity	r Pending P y Code	PR/PO	
Quote number Item I Hardware for DuPont ha TIEM DETAILS P Contract:	Select the drop-d	Catalog No.	EA Internal Note/Business Justification	C Remove All It Unit Price Quantit 8,600.00 12 E work order # 106368	tems. ity ex EA 103	xt. Price	C A C	hange Supplier .dd to Draft Cart or :hange Commodity	r Pending P y Code	PR/PO	
Quote number Item Arrow Defaults Contract: Commodity Code	AB00000 Service Industry Machinery, Equipment & Supplies	Catalog No.	EA Internal Note/Business Justification	C Remove All It Unit Price Quantit 8,600.00 12 E work order # 106368 981 characters remaining	tems. ity Ex EA 103 expend	xt. Price 3,200.00 ···	C A C	hange Supplier .dd to Draft Cart or :hange Commodity	r Pending P y Code	PR/PO	
Quote number Item I Hardware for DuPont ha TIEM DETAILS P Contract: Commodity Code	Select the drop-d	Catalog No.	EA Internal Note/Business Justification External Note	Remove All II Unit Price Quantiti 8,600.00 12 work order # 106368 12 981 characters remaining 12 Per telephone conversation 7/72/2021. We need this on 7/20/2021 12/2021 907 characters remaining 12	tems. ity E4 EA 103 expand on with Sam on on site no later than expand	xt. Price 3,200.00 ···	C A C	hange Supplier	r Pending P y Code	PR/PO	







Questions:

• procurement@udel.edu

Resources:

- Procurement Services Website
- Adding Details to Shopping Carts



