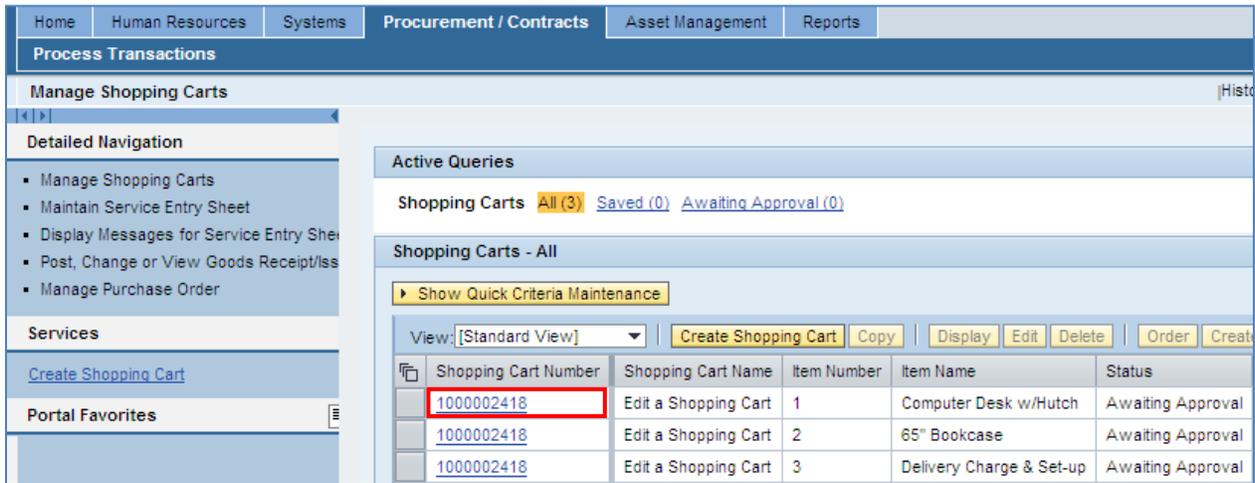


Use this job aid to delete an entire Shopping Cart. The status of the Shopping Cart must be "Awaiting Approval," or "Saved."

If the Shopping Cart has an "Approved" status, please refer to the Modifying PO's job aid.

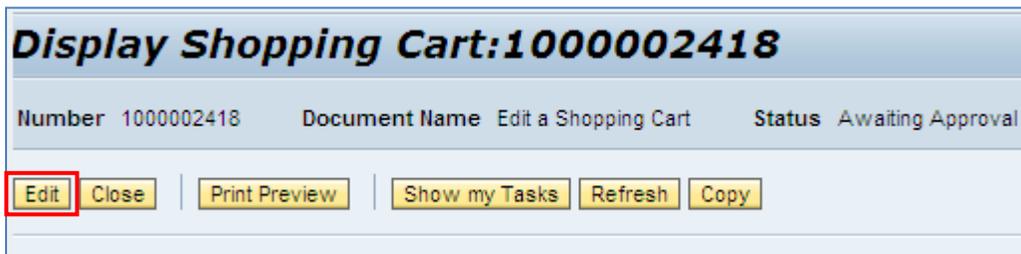
1. From the *Manage Shopping Carts* area, locate the Shopping Cart to be changed, and then click the Shopping Cart Number hyperlink to open and display.



The screenshot shows the 'Manage Shopping Carts' interface. The 'Active Queries' section displays 'Shopping Carts All (3) Saved (0) Awaiting Approval (0)'. Below this is a table of shopping carts:

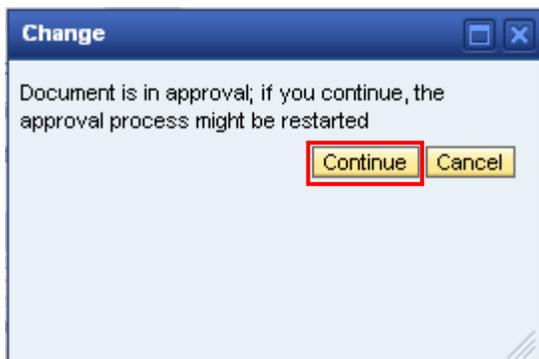
Shopping Cart Number	Shopping Cart Name	Item Number	Item Name	Status
1000002418	Edit a Shopping Cart	1	Computer Desk w/Hutch	Awaiting Approval
1000002418	Edit a Shopping Cart	2	65" Bookcase	Awaiting Approval
1000002418	Edit a Shopping Cart	3	Delivery Charge & Set-up	Awaiting Approval

2. Click the *Edit* button on the document toolbar:



The screenshot shows the 'Display Shopping Cart: 1000002418' document toolbar. The 'Edit' button is highlighted with a red box. Other buttons include 'Close', 'Print Preview', 'Show my Tasks', 'Refresh', and 'Copy'.

3. A *Change* dialogue box will display notifying the user that the approval process may be restarted. Click the "Continue" button:



The screenshot shows a 'Change' dialog box with the following text: 'Document is in approval; if you continue, the approval process might be restarted'. The 'Continue' button is highlighted with a red box. Other buttons include 'Cancel'.

- A system message will display, advising that the Shopping Cart document has been recalled and sent to the user's inbox (Universal Worklist). Click the "Close" button to close the Shopping Cart. This action will return the user to the *Manage Shopping Carts* area once more.

Change Shopping Cart and Order:1000002418

Number 1000002418 Document Name Edit a Shopping Cart Status Awaiting Approval

Document recalled; revision work item has been sent to your inbox

Order Close Print Preview | Save Check Delete

- Once again, click on the Shopping Cart Number hyperlink to open and display the Shopping Cart:

Home Human Resources Systems **Procurement / Contracts** Asset Management Reports

Process Transactions

Manage Shopping Carts (History)

Detailed Navigation

- Manage Shopping Carts
- Maintain Service Entry Sheet
- Display Messages for Service Entry Sheet
- Post, Change or View Goods Receipt/Iss
- Manage Purchase Order

Services

[Create Shopping Cart](#)

Portal Favorites

Active Queries

Shopping Carts All (3) Saved (0) Awaiting Approval (0)

Shopping Carts - All

▶ Show Quick Criteria Maintenance

View: [Standard View] Create Shopping Cart Copy Display Edit Delete Order Create

	Shopping Cart Number	Shopping Cart Name	Item Number	Item Name	Status
<input type="checkbox"/>	1000002418	Edit a Shopping Cart	1	Computer Desk w/Hutch	Awaiting Approval
<input type="checkbox"/>	1000002418	Edit a Shopping Cart	2	65" Bookcase	Awaiting Approval
<input type="checkbox"/>	1000002418	Edit a Shopping Cart	3	Delivery Charge & Set-up	Awaiting Approval

- A system message will display, notifying the user that there is an *open task*. Click the "Show my Tasks" button.

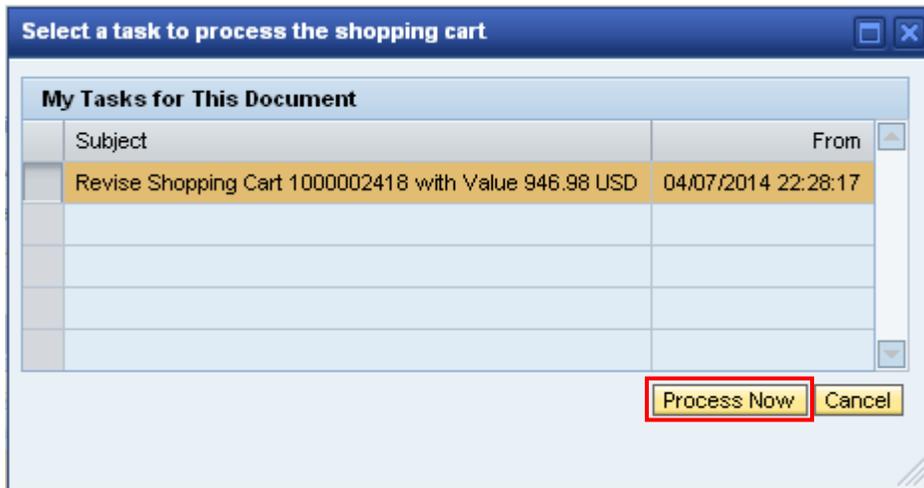
Display Shopping Cart:1000002418

Number 1000002418 Document Name Edit a Shopping Cart Status Awaiting Approval

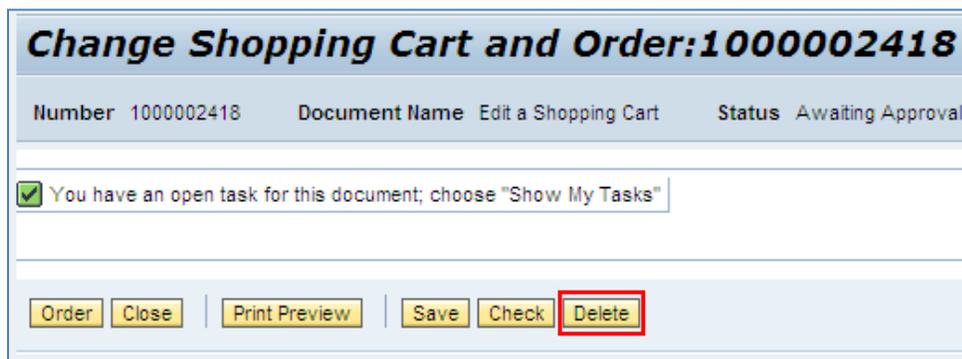
You have an open task for this document; choose "Show My Tasks"

Close | Print Preview | Show my Tasks Refresh Copy

- A dialogue box will appear displaying the task under the *Subject* heading. Click the "Process Now" button.



- Click the *"Delete"* button on the document toolbar.



- A dialogue box will display to verify decision to delete. Click *"Yes"* to proceed.



10. A dialogue box will display notifying the user that the Shopping Cart was successfully deleted. Click the "Close" button to return to the *Manage Shopping Carts* area.



Note: The Shopping Cart has been deleted and will no longer display in the in the *Manage Shopping Carts* area.