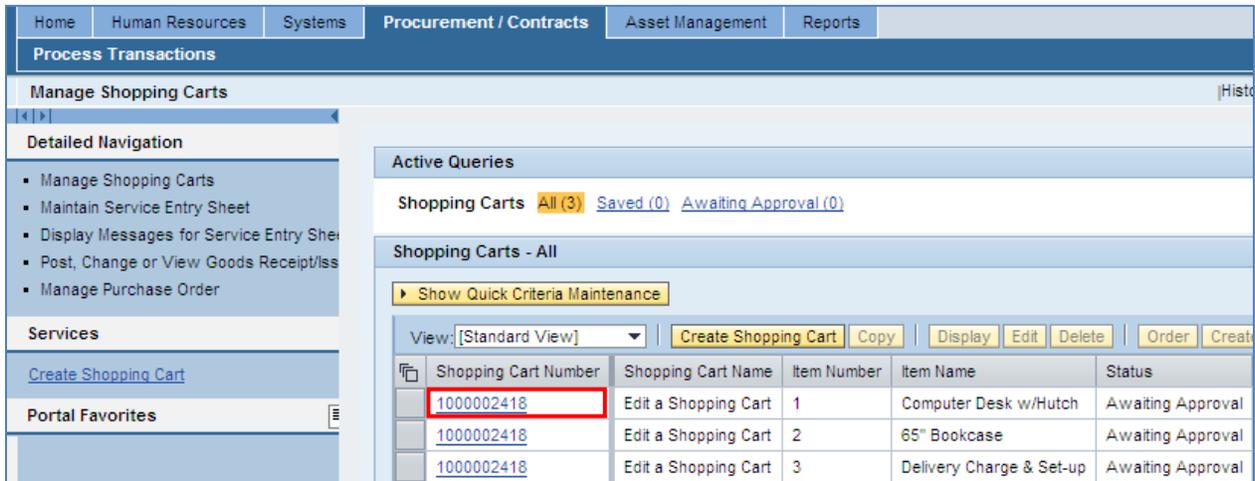
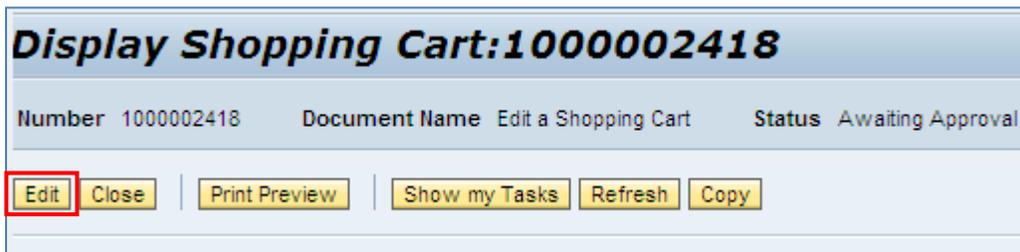


Use this job aid to make any changes to a Shopping Cart that has an **“Awaiting Approval”** status. If the Shopping Cart has an **“Approved”** status, please refer to the Modifying PO’s job aid.

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.



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



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



- 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

- 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]

☐	Shopping Cart Number	Shopping Cart Name	Item Number	Item Name	Status
<input style="border: 2px solid red;" 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

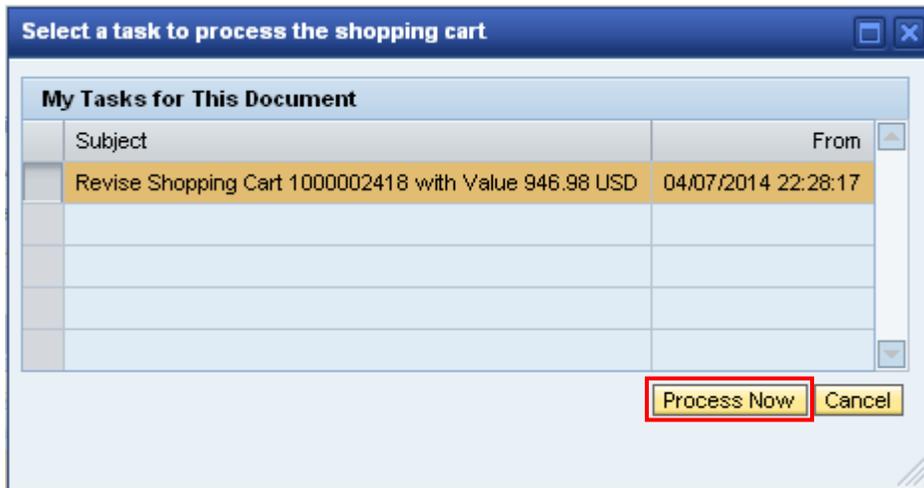
- A system message will display, notifying the user that there is an *open task*. Click the “*Show my Tasks*” button.

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"

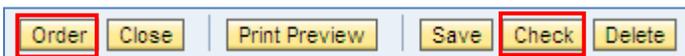
7. A dialogue box will appear displaying the task under the *Subject* heading. Click the “Process Now” button.



8. The user can now make any desired changes to the Shopping Cart document. Examples include:

- Add items
- Change funding
- Change delivery
- Change vendor
- Delete items
- Add notes & attachments
- Decrease/increase quantity
- Change pricing

9. After making the desired changes, click the **Check** button to validate the data and check for any errors or system messages. After correcting errors, or, if there are no errors, click the **Order** button to re-submit the Shopping Cart to the Site Administrator for approval.



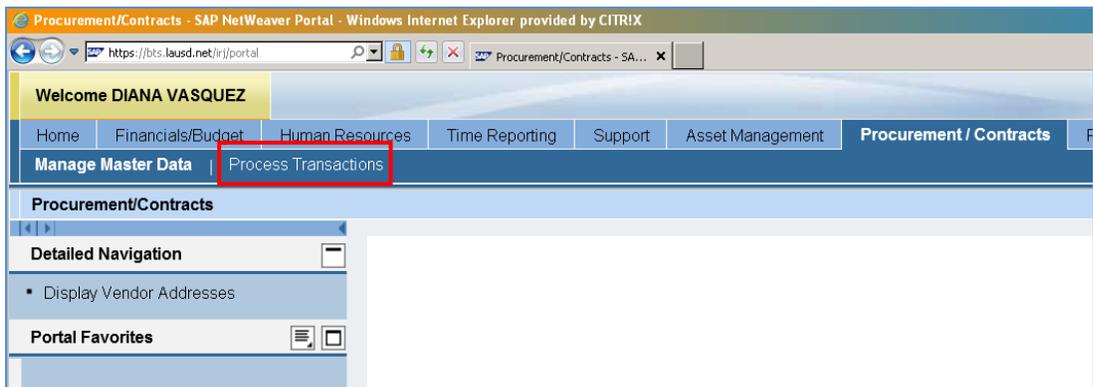
Close the document after ordering.

The following steps illustrate an alternate way to make changes to Shopping Carts *through the Universal Worklist*.

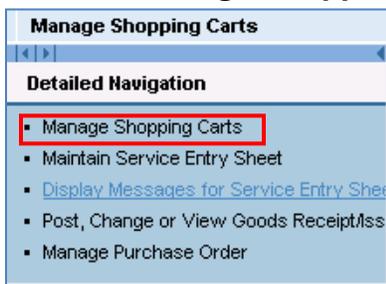
1. Click the **Procurement/Contracts** tab:



2. Click the **Process Transaction** sub-tab:



3. Click the **Manage Shopping Cars** link:



4. Click the Shopping Cart Number link to open/display:

Shopping Carts - All						
Show Quick Criteria Maintenance						
View: [Standard View] Create Shopping Cart Copy Display Edit Delete Order Create Confirmation Print Preview						
Shopping Cart Number	Shopping Cart Name	Item Number	Item Name	Status	Item Status	
1000002554	Lakeshore supplies	1	Construction Paper 9x12	Awaiting Approval	Awaiting Approval	
1000002554	Lakeshore supplies	2	SuperBright Liquid Tempura Paint 1 Pint	Awaiting Approval	Awaiting Approval	
1000002554	Lakeshore supplies	3	Safety Scissors	Awaiting Approval	Awaiting Approval	

5. Click the **Edit** button to unlock the Shopping Cart. Click the **Edit** button on the document toolbar:

Display Shopping Cart: 1000002554

Number 1000002554	Document Name Lakeshore supplies	Status Awaiting Approval
--------------------------	-----------------------------------------	---------------------------------

Edit
Close
Print Preview
Show my Tasks
Refresh
Copy

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

Change □ ×

Document is in approval; if you continue, the approval process might be restarted

Continue
Cancel

7. 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: 1000002554

Number 1000002554	Document Name Lakeshore supplies	Status Awaiting Approval
--------------------------	-----------------------------------------	---------------------------------

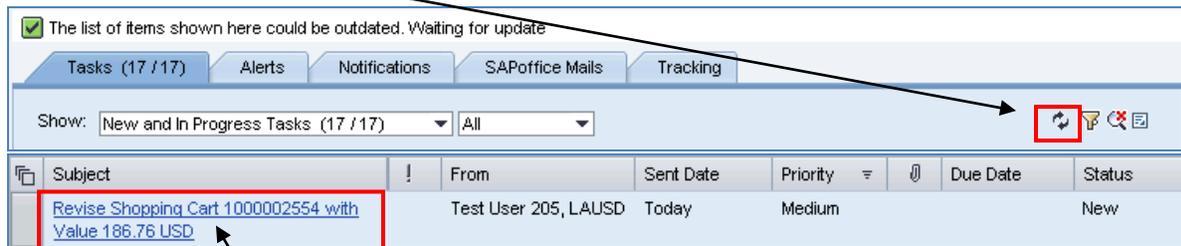
Document recalled; revision work item has been sent to your inbox

Order
Close
Print Preview
Save
Check
Delete

8. Click on the **Home** tab, then click the **Universal Worklist** sublink.



9. Click the **Refresh** icon to refresh the list and view the most current list of tasks:



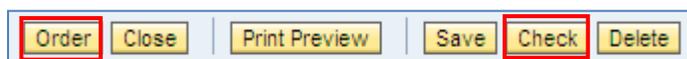
Click on the Shopping Cart link to be revised.

10. Make desired changes to the Shopping Cart document.

Examples include:

- Add items
- Change funding
- Change delivery
- Change vendor
- Delete items
- Add notes & attachments
- Decrease/increase quantity
- Change pricing

11. After making the desired changes, click the **Check** button to validate the data and check for any errors or system messages. After correcting errors, or, if there are no errors, click the **Order** button to re-submit the Shopping Cart to the Site Administrator for approval.



Close the document after ordering.