To edit a cart select **Shop, My Carts and Orders, Open My Active Shopping Cart** from the Shopping Home page.

**Note:** Active and draft carts are visible only to the user. If a cart has not been submitted or has been returned by an approver or Purchasing, only the user who created the cart can see, edit, review, submit or delete the cart. No approver or administrator can see, edit or delete the cart as long as it is an active or draft cart.

### Removing Selected Items from the Cart

The option to remove only selected items from your cart should never be used for punch-out purchases as it will cause an order failure when the PO is sent to the supplier.

To remove only select items, place a **check** in the checkbox in the row for each item you wish to remove. Once you have marked all the items you wish to remove, click the **Actions** menu and select **Remove Selected Items** from the drop-down menu.
An individual item may also be removed by selecting the **Actions** menu and choosing **Remove** from the drop-down menu.

**Move Items to a New or Draft Cart**

You may have items in an active cart that you need to separate to another cart. To move an item from one cart to another, select the checkbox next to the item(s) you wish to move.

**Note:** You cannot separate items from a punch-out order. You will need to move all items from a specific vendor’s punch-out order to a new cart or remove all items from the cart.

Once you have marked all the items you wish to move, click the **Actions** menu and select **Move to Another Cart** from the drop-down list.
Choose from the options of **Move to new cart** or an existing **Draft Cart**.

Your current Active Cart will now update with the change. You can access and complete either your active cart or your draft cart.

**Modify a Non-Catalog Order (Forms)**

If you have used one of the three TTUHSC forms to purchase non-catalog items, this section will walk through adding additional items to the order and modifying the current information in the forms.

To update or add information to a form that is already in the cart, select the form by clicking the *form description*.
The form will open in a separate window. You can update or add any necessary information to the form. When the form is complete, select **Save** from the Available Actions: drop-down list and click the **Go** button.

You can then select the **Close** button next to the Available Actions: drop-down list. The saved changes are now reflected in the cart.

If you need to add an additional item to the cart, select a form by clicking the **form description** located beneath the product description. The form will open in a separate window. You can add an additional item to the form. When the form is complete, select **Add and Go to Cart** from the Available Actions: drop-down list and click the **Go** button. The new form will now appear in the cart.
Modify a Hosted or Science Catalog Order

If your cart contains items from either hosted or science catalogs, TechBuy allows you to change the quantity of the items.

Enter the **amount** you wish to order in the Quantity field.

To add additional hosted or science catalog items for this vendor to this cart, utilize the **Shop from the Top** feature on the Shopping Home page and select the appropriate items. They will populate in your Active Cart.

Modify a Punch-out Order

The ability to modify orders from punch-out catalogs varies by vendor. A few vendors, including Summus VWR, provide a link in the cart that will take you to the order on the vendor’s website. This will allow you to make changes and bring them back into TechBuy. Select **Modify Items** to go to the order in the vendor’s website.

If a modification is required and the Modify Items option is not available, you should remove all items from the cart, punch-out to the vendor and start again.
Note: You cannot separate or remove individual items from a punch-out order. This could cause an order failure when the order is distributed to the vendor.

Manage the Favorites Folder

TechBuy allows a user to keep a list of items that are frequently purchased in a folder titled Favorites. This allows a shopper or requester to add items to a cart directly from this folder as opposed to searching in hosted catalogs or on punch-out vendor websites.

However, our Jaggaer representatives have warned against adding items to a cart via the Favorites folder. Both hosted catalogs and punch-out vendor websites contain contract pricing that is regularly updated. Unfortunately, items stored in your Favorites folder are not currently subject to the same updates. This will cause requisitions containing items that were not updated to error in the supplier’s system and may create a delay in processing. TTUHSC is currently advising all TechBuy users to not utilize the Favorites feature. Jaggaer is aware of the issue and is currently working on a process to update the Favorites folder. We will notify you when the Favorites feature can be utilized.