TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

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

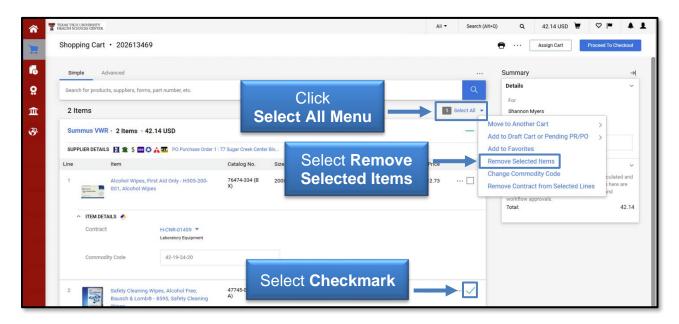
**Note**: Active and draft carts are visible only to the user. If a cart has not been submitted or has been returned by an approver or Purchasing, only the user who created the cart can see, edit, review, submit, or delete the cart. No approver or administrator can see, edit, or delete the cart as long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

â	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.			0.00 USD 📜	♡  •	* 1
1	Shop (Alt+P)	Open My Active Shopping Cart	 Select Open My Active			
1	Shopping	View Carts	Shopping Cart			
0	My Carts and Orders	View My Orders (Last 90 Days)				
0			Minor Purchasing Contract/Agreement Submission for Sig		t directly asso	ociated

## **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 before proceeding to checkout, place a **check** in the checkbox in the row for each item you wish to remove. Once you have marked all the item(s) you wish to remove, click the **Select All Actions** drop-down menu and select **Remove Selected Items**.



An individual item can also be removed by selecting the **Actions \*\*\* menu** located in the line item and choosing **Remove** from the drop-down menu.

# **TechBuy – Editing the Cart**

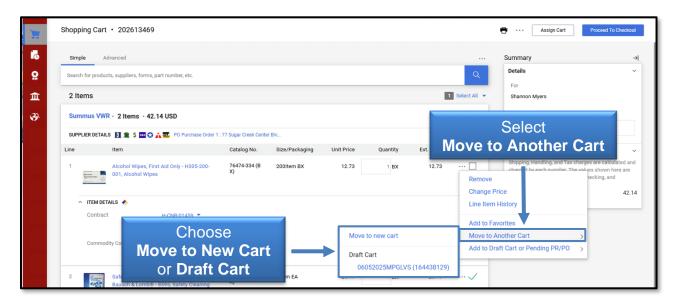
E	Shopping (	Cart • 20261346	9							Assign Cart	Proceed To Checkout
6	Simple	Advanced								Summary	→
8	Search for p	roducts, suppliers, form	s, part number, etc.						Q	Details	~
血	2 Items							1	Select All 🔻	Shannon Myers	
<b>3</b> 9	Summus	VWR · 2 Items · 4	2.14 USD						-	Name	
	SUPPLIER D	ETAILS 🛐 🏦 \$ 🎫 🤇	🕽 🏦 🏧 PO Purchase Order 1	: 77 Sugar Creek Cente	er Blv					2025-06-10 UXC674 01	
	Line	Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Total (42.14 USD)	~
	1	001 Alcohol Wit	First Aid Only - H305-200- pes	76474-334 (B X)	200Item BX	12.73 Sele	Ct	12.73	···  Remove	Shipping, Handling, and Tax char charged by each supplier. The va for estimation purposes, budget	alues shown here are
	∧ ITE	M DETAILS 🔶				Remo					42.14
	Co	ntract	H-CNR-01459 💌 Laboratory Equipment			Kenne	Jve		Change Pi Line Item		
	Cor	nmodity Code	42-19-24-20			elect				vorites Another Cart Saft Cart or Pending PR/PO	> >
	2		Wipes, Alcohol Free, ® - 8595, Safety Cleaning	47745-036 (E A)	ACTIO	ns Me	nu -	>			

#### 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.

<u>Note</u>: 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 **item** or **form description**.

<b>^</b>	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.					All 🔻	Search (Alt+Q)	) Q 25.00 USD 📜 ♡	N (2)
1	Shopping Cart • 4303133							Assign Cart Proceed	Fo Checkout
6	Simple Advanced							Summary	→
<u>0</u>	Search for products, suppliers, forms, part nu	imber, etc.					Q	Details	~
血	1 Item						Select All 👻	Shannon Myers	
<b>%</b>	Navajo Office Products LLC · 1 Ite	Click					🗆	Name	
лh	SUPPLIER DETAILS PO Purchase Order	Item/Form						06-10 UXC674 04	
	Line Item	Description	Size/Packaging	Unit Price	Quantity	Ext. Price		Total (25.00 USD)	~
\$	1 Chair		1/EA	25.00	Qty: 1 EA	25.00	…	Shipping, Handling, and Tax charges are ca charged by each supplier. The values show for estimation purposes, budget checking	n here are

The form will open in a separate window. You can update or add any necessary information to the form. When the form is complete, click **Save**. The saved changes are now reflected in the cart. You can then select the **Close** button.

â	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.			All 👻	Search (Alt+Q) Q 25.00 USD	₩ ♥ ₩ <b>₹</b> 21
1	Form • Non-Catalog Form				Click 🖚	Close Save 👻
6	Form History				Close	<b>↓</b>
	Non-Catalog Purchase Form					0
8	Supplier					
血	Existing Supplier Enter Manually	1				Click
<b>3</b> 9	Supplier 🚖	Navajo Office Products LLC X	Navajo Office Products LLC $\times$			Save
щ	Tunininent Address	PO Purchase Order 1 Q 1200 S Taylor St Amarillo, Texas 79101-4314 United States				
	Supplier Phone	+1 806-331-1658				
*	Distribution Method <b>*</b> The system will distribute purchase orders using Check this box to customize order distri					
	Purchase Category					
	Purchase Category 🛣	Office Equip/Sup 🗸				
	Form Type General Item Information	HSC Non-Catalog Form	Update or Add			
	Catalog Number		Information			
	Quantity 🖈	1				
	Packaging 🖈	1 EA - Each	~			
	Unit Price 🗯	25.00				
	Product Description (the first 50 characters will appear on the check stub) ★	Chair				

## **TechBuy – Editing the Cart**

If you need to add an additional item to the cart, select a form by clicking the **item** or **form description**. The form will open in a separate window. You can add an additional item by entering new General Item Information into the fields. When the form is complete, select **Add and Go to Cart** from the Available Actions: drop-down button at the top right of the page.

	HEAST TECH UNIVERSITY HEALTH SCIENCES CENTER.				Select	▲™+Q) Q	25.00 USD ₩ ♥ ₩ ↓ <sup>2</sup> ▲ ⑦ ··· Close Save ▼
ته ي	Form History Form Type General Item Information	HSC Non-Ca	talog Form		Add and Go To Cart		Add and go to Cart Add to Cart Add to Draft Cart or Pending PR/PO
₩ £	Catalog Number Quantity ★	1					Add to new Cart
<b>Ф</b> П Ф	Packaging ★ Unit Price ★ Product Description (the first 50 characters will appear on the check stub) ★	1 10.00 Table	EA - Each	` <b>↓</b>	Enter new Information		

The new item/form will now appear in the cart.

â	TEXAS TICH UNIVERSITY HEALTH SCIENCES CENTER.			All 🔻	Search (Alt+0	Q) Q 35.00 USD 💆	♡ ► 🔽
E	Shopping Cart • 4303133					🖶 ···· Assign Cart	Proceed To Checkout
5	Simple Advanced					Summary	$\rightarrow$
8	Search for products, suppliers, forms, part number, etc.				Q	Details	~
血	2 Items				Select All 👻	Shannon Myers	
₿	Navajo Office Products LLC · 2 Items · 35.00 USD				… 🗆	Name	
ль	SUPPLIER DETAILS PD Purchase Order 1 - 1200 S Tavlor St Amarili					06-10 UXC674 04	
4	Line iter New Item/Form IO. Size/Packaging	Unit Price	Quantity	Ext. Price		Total (35.00 USD)	~
Ť		25.00	Qty: 1 EA	25.00	🗆	Shipping, Handling, and Tax char charged by each supplier. The va for estimation purposes, budget workflow approvals.	lues shown here are checking, and
	V ITEM DETAILS					Subtotal Shipping	35.00 0.00
	2 Table 1/EA	10.00	Qty: 1 EA	10.00	🗆	Handling	0.00
	✓ ITEM DETAILS						

## 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 by entering the amount you want to order in the **Quantity** field.

<b>^</b>	TEXAS TECH UNIVERSE HEALTH SCIENCES CEN	FY TER.					All 👻	Search (Alt+Q)	Q 338.81 USD 💆 ♡	M 🔺 1
<u>۲</u>	Shopping C	art • 4004103							🖶 ··· Assign Cart Procee	d To Checkout
6 9	Simple Search for pro	Advanced oducts, suppliers, forms, part number, etc.			M	odify <b>antity</b>		 Q	Summary Details	→  ~
血	2 Items				QU	antity		Select All 👻	For Shannon Myers	
-35	Summus \	/WR · 2 Items · 338.81 USD				1		… 🗆	Name	
<b>3</b> 9.	SUPPLIER DE	TAILS 🔤 \$ 😪 🏛 🏦 🎫 💵 PO Purchase Orde	r 1 : 245 Commerce Gre	en Blvd S					2024-04-15 UXC674 02	
	Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Total (338.81 USD)	~
<b>р</b>	1	DEHA REAGENT 2 SOLUTION - HA-21680- 42	103905-842 (E A)	1item EA	36.87	1 EA	36.87	🗆	Shipping, Handling, and Tax charges are and charged by each supplier. The value are for estimation purposes, budget che workflow approvals. Subtotal	s shown here
	✓ ITEM	DETAILS							Shipping	0.00
	2	CHLOROPHOSPHONAZO SOLUTION PILLOWS PK100 - 2589599	76332-968 (P K)	100Item PK	301.94	1 РК	301.94	🗆	Handling	0.00 338.81

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 on the vendor's website.

1	TEXAS TECH UNIVERSITY IBLALTI SCIENCIS CINTER.					All -	Search (Alt+Q)	Q 13.81 USD	₩ ♡   <u>*</u> ♦
	Shopping Cart • 4279001						<del>.</del>	••• Assign Cart	Proceed To Checkout
1		ect				_	Summary		<del>.</del>
	Search for products, suppliers, f 1 Item	Items				Q 1 Select None	For		0
	Possible Missions - 1 Item - 13.81 Uto					···~	Hayden Ves     Name		
	SUPPLIER DETAILS 🔤 \$ 🚍 🚖 🗘 🛎 🎹 PO Purchase Order 1 : 15						2025-05-0	1 CLE439 01	
	Need to make change ? MODIFY ITEMS VIEW ITEMS Item(s) w • NITRILE 3M PF TEX	ras retrieved on: 5/1/2025 2:55:10 PM					Total (13.81		v
	Line Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	each supplie	ndling, and Tax charges are cal . The values shown here are for sing, and workflow approvals.	
	1 NITRILE 3M PF TEX XS 200PK	19041171A	РК	13.81	1 PK	13.81 🗸	Subtotal	and a second sec	13.81

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.

For additional questions about TechBuy, email purchasing@ttuhsc.edu.