Finance Systems Management

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

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.

â	TEAN TROUCHNERAUTY BRAITH CONSE GIVER.		All - Search (Alt+Q) Q 48.99 USD 🗮 🤇	⇒ ⊧⊇ 🔺 1
1	Shopping Cart - 2021-02-24 SBM388 01			÷ 0
6	Simple Advanced		*** Estimate (48.99 USD)	~
<u>8</u>	Search for products, suppliers, forms, part number, etc.		Q Total:	48.99
血	1 Item	Select Checkmark	Proceed To Checkout	
놂	Summus Staples - 1 Item - 48.99 USD	and Actions Menu	Move to Another Cart	
8	SUPPLIER DETAILS 🔹 🏦 🕻 🧰 🕒 🏧 PO Purchase Order 1 : 500 Staples Dr Apt MS309R •		Add to Bran Cart of Pending PR/PO	
ኈ	Need to make changes? MODIFY ITEMS   VIEW ITEMS   Item(s) was retrieved on: 2/24/2 • Staples 30% Recycled Copy Paper 8.5" x 11", 20 lbs., White, 5000 Sheets/Carton (112350)	021 2:34:20 PM 461757)	Remove Selected Items	
hh	Item C4	Select Remove	Ext.P Add to PO Revision	
ଳ ୪	1 Staples 30% Recycled Copy Paper 8.5' x 11°, 20 lbs., White, 45 5000 Sheets/Carton (112350/461757)	Selected Items	48.99 ··· V	
	▲ ITEM DETAILS ♦		_	
	Contract H C15221 = Agreement for RFP 2019-892; office supples Commodity Code 14-11-15-07			

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

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1	Shopping Cart - 2021-02-24 SBM388 01							ė	Θ
6	Simple Advanced				Estimate (48.	99 USD)			*
8	Search for products, suppliers, forms, part number, etc.			٩	Total:			48	1.99
Ē	1 Item		Sele	ect		Pro	ceed To Checkout Assign Cart		
놂	Summus Staples · 1 Item · 48.99 USD		Actions	s Me	enu				
<b>8</b> 9	SUPPLIER DETAILS 🗳 🏦 💲 🏧 🚭 🏧 PO Purchase Order 1 : 500 Staples Dr Apt MS309R								
€	Need to make changes? MODIFY ITEMS   VIEW ITEMS Item(s) was retrieved or: 2/24/2021 2:34:20 PM • Staples 30% Recycled Copy Paper 8.5" x 11", 20 lbs., White, 5000 Sheets/Carton (112380/461757)								
.uh.	Item Catalog No.	Unit Price Quantity	Ext. Price						
ക	1 Staples 30% Recycled Copy Paper 8.5" x 11", 20 lbs., White, 492072		48.99	- 🗸					
а. С	- 8000 Sheets/Carton (112350/461757)	Select Remove		Remove					
	► ITEM DETAILS →		-	Add to Fa	avorites				
	Contract H-C15221 -			Move to A	Another Cart		>		
	Agreement for RFP 2019-892, office supplies			Add to Dr	raft Cart or Pen	ding PR/PC	<b>)</b> >		
	Commodity Code 14-11-15-07			Add to P	0 Revision				
							_		

#### 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.

	opping Cart  2021-02-24 SBM388 01 Simple Advanced learch for products, suppliers, forms, part number, etc. 1 Item		 Q	Estimate (48.99	9 USD)	€ 48.90	0
。 9 1	Simple Advanced learch for products, suppliers, forms, part number, etc.		۹.	Estimate (48.99	9 USD)	48.99	•
					Proceed To Checkout		I
45	Summus Staples - 1 Item - 48.99 USD			Move to Another C	Assign Cart		
°€•	SUPPLIER DETAILS S S S S S S S S S S S S S S S S S S	Select		Add to Favorites Remove Selected	Items		
ыі. Ф	Item         Catalog No.           1         Staples 30% Recycled Copy Paper 8.5" x 11", 20 lbs., White, 492072           5000 Sheets/Carton (112350/461757)	Move to Another Cart Proce	~	Add to PO Revision	n from Selected Lines		
Ø	ITEM DETAILS      Contract     H-C15221 ~     Agreement for BPP 2019-892, office supples     Commodity Code     14-11-6-07						

# **TechBuy – Editing the Cart**

Choose from the options of Move to new cart or an existing Draft Cart.

â	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.				All *	Search (Alt+Q)	Q 48.99 USD	<b>=</b> ♥ №2	* 1
1	Shopping Cart - 2021-02-24 SBM388 0	12						4	9 Ø
ها و	Simple Advanced Search for products, suppliers, forms, part nur	imber, etc.			م				
â	1 Item		1	_		• •	201		*
# ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Summus Staples - 1 Item SuppLieR DETALLS C 1 5 5 You cannot access the Item(s) on • Staples 30% Recycled Copy Pag	Choose Move to New Cart or	mean?	Move to new car Draft Cart 2021-02-24 S	rt IBM388 01 (141148794)	Move to Another Car Add to Draft Cart or F Add to Favorites Remove Selected Iter	t > Pending PR/PO > ms	4	8.99
Juli	Item		Unit Price	Quantity	Ext. Price	Add to PO Revision Remove Contract fro	m Selected Lines		
₽ \$	1 Staples 30% Recycled Co 5000 Sheets/Carton (112	py Paper 8.5" x 11", 20 lbs, White, 492072 2320/461757)	48.99	Qty: 1 CT	48.99 🗸				
	Contract	H C15221 = Agreement for 6P7 2019-892, office supples 14-11-15-67							

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**.

<b>^</b>	TEXAS TICH UNIVERSITY HEALTH SCIENCES CENTER.	All - Search (Alt+Q)	Q 1.00 USD 🗮	♡ ⊧24 ▲ ⊥
1	Shopping Cart  2021-02-26 SBM388 01			ē O
5	Search for products, suppliers, forms, part number, etc.	o.	Estimate (1.00 USD)	~
0	1 Item	-	Total: Proceed To C	1.00
Ē	Navajo Office Products LLC · 1 Item · 1.00 USD	🗆	Assign C	Cart
-725	SUPPLIER DETAILS 🟦 🏧 🗘 💲 🏧 🔤 PO Purchase Order 1 : 1200 S Taylor St. Amarili 💌	-		
<b>3</b> 9	Item Catalo Click	Ext. Price		
<b>}</b> =		1.00 🗌		
հե				
<b>6</b> 7	Part Number test			
\$	Contract H-TXMAS-11-71050-7 ~ National Office Furniture			
	Specifications/Long Text Chair for purchasing office			

## **TechBuy – Editing the Cart**

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.

Non-Catalog Form	Available Actions:	Save	Go Close
Form History			
	Non-Catalog Purchase Form	Select Save	Click <b>Go</b>
Supplier			
Supplier	Navajo Office Products LLC 🏦 🔤	😥 💲 HUB SDB more info	
Fulfillment Address	PO Purchase Order 1: (preferred) 1200 S Taylor St Amarillo, TX 79101-4314 US select different fulfillment center		
Supplier Phone	+1 806-331-1658		

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.

1	Chair for pure	chasing office	test	1.00	Qty: 1 1/EA	1.00	
	▲ ITEM DETAILS						
	Part Number	test					
	Contract	H-TXMAS-11-710 National Office Furnit	50-7 <b>-</b> ture				
	New Form	in Cart	ng office				
	Commodity Code						
2	table		12345	2.00	1 1/EA	2.00	··· 🗆
	▲ ITEM DETAILS						
	Contract	H-TXMAS-11-710	50-7 🔺				

## 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.

â	TEAG TROUDENTY HEATH SCIENCES CENTER.					All ~	Search (Alt+Q)	<b>Q</b> 323.85	usd 📱		<b>+ 1</b>
1	Shopping Cart - Testing for UX			Enter						۵	0
6	3 Items			Amount			Estimate (323.85 U	SD)			
<u>e</u>	Possible Missions Fisher Scientific · 3 Items · 323.85 USD			Amount		🗆	Total:			550.48	6
π	SUPPLIER DETAILS 🏦 \$ 🔤 🧱 🖨 🕥 🎹 🧱 PO Purchase Order 1 : 150 W Parks	er Rd Ste 602, Houston, TX 77076-2939 US						Proceed To Chec	:kout		
	Need to make changes? MODIFY ITEMS   VIEW ITEMS Item(s) was retrieved • 1000ML\CL\460M\GRD\2CRT\TD 1CS • CYLIND MEAS CERT/SER 10ML 1/CS	on: 2/25/2021 9:38:30 AM		<b>—</b>				Assign Cart	1		
3	Item	Catalog No.	Unit Price	Quantity	Ext. Price						
<b>%</b>	1 1000ML\CL\460M\GRD\2CRT\TD 1CS	0973031	226.63	1 CS	453.26	- 🗆					
հե	▲ ITEM DETAILS ♦										
÷	Contract H-UTSSCA4914 -										
\$	Commodity Code 41-12-00-00										

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.

â			All 👻	Search (Alt+Q)	Q. 323.85 USD 📱	♡ 🔎 🔺 1
1	Shopping Cart - Testing for UX					& O
6	3 Items			Estimate (323.85 USD	))	•
8	Possible Missions Fisher Scientific - 3 Items - 323.85 USD			Total:		550.48
血	SUPPLIER DETAILS 奎 S 🔤 🗮 🈧 🗰 PD Purchase Order 1:150 W Parker Rd Ste 602, Houston, TX.77076-2939 US				Proceed To Checkout	
46					Assign Cart	
<b>3</b>	Item Unit Price Quantity E	xt. Price				
<b>3</b>		453.26				
ш	🔺 ITEM DETAILS 🔶					

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.