




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

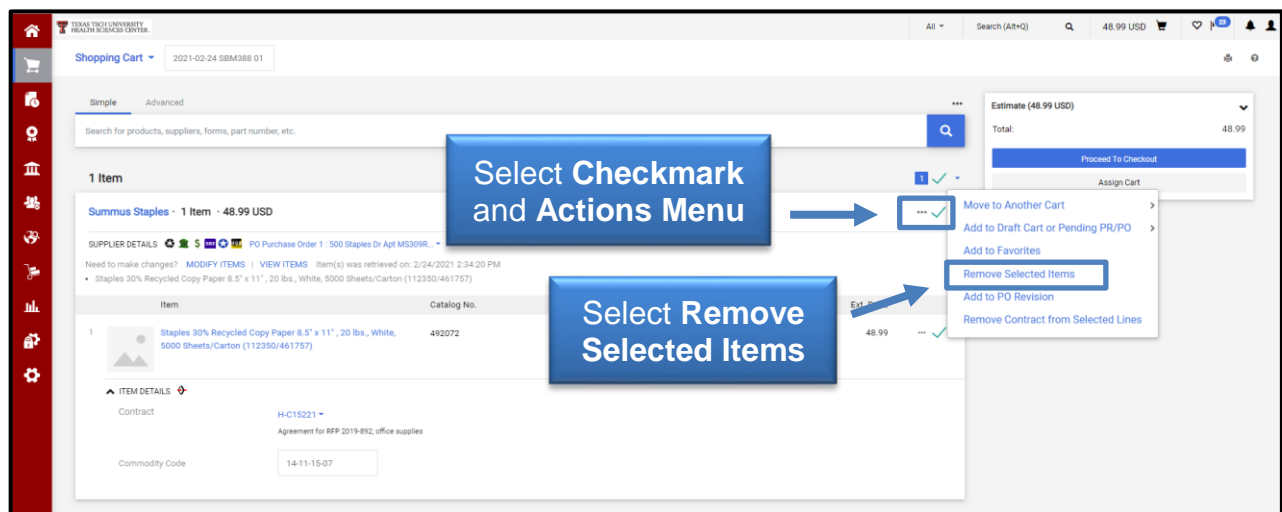
Note: Active and draft carts are visible only to the user. If a cart has not been submitted or has been returned by an approver or Purchasing, only the user who created the cart can see, edit, review, submit or delete the cart. No approver or administrator can see, edit or delete the cart as long as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



Removing Selected Items from the Cart

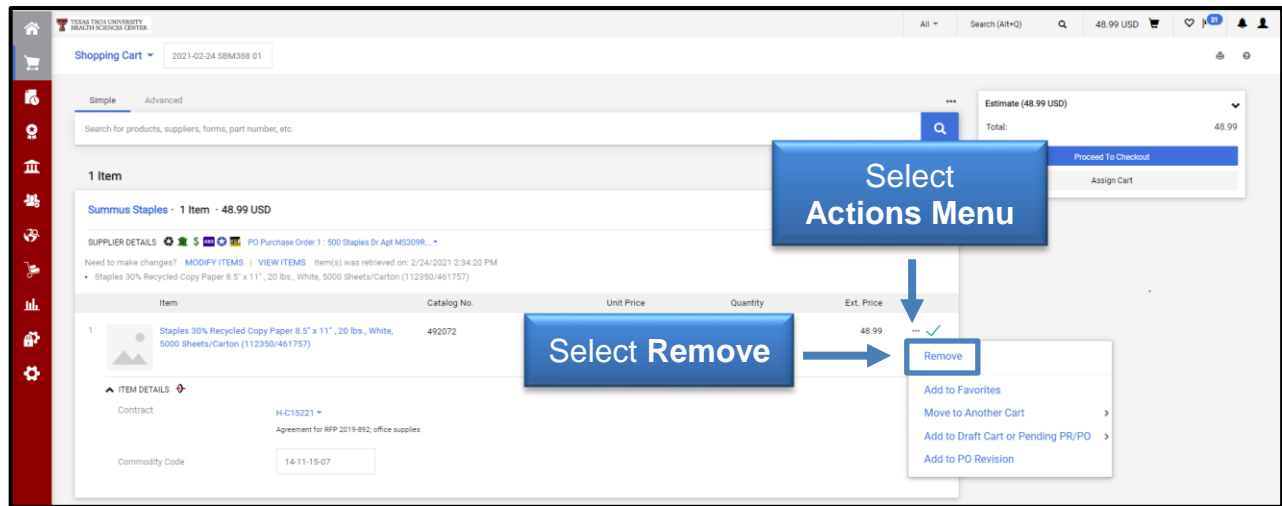
The option to remove only selected items from your cart should never be used for punch-out purchases as it will cause an order failure when the PO is sent to the supplier.

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.



TechBuy – Editing the Cart

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

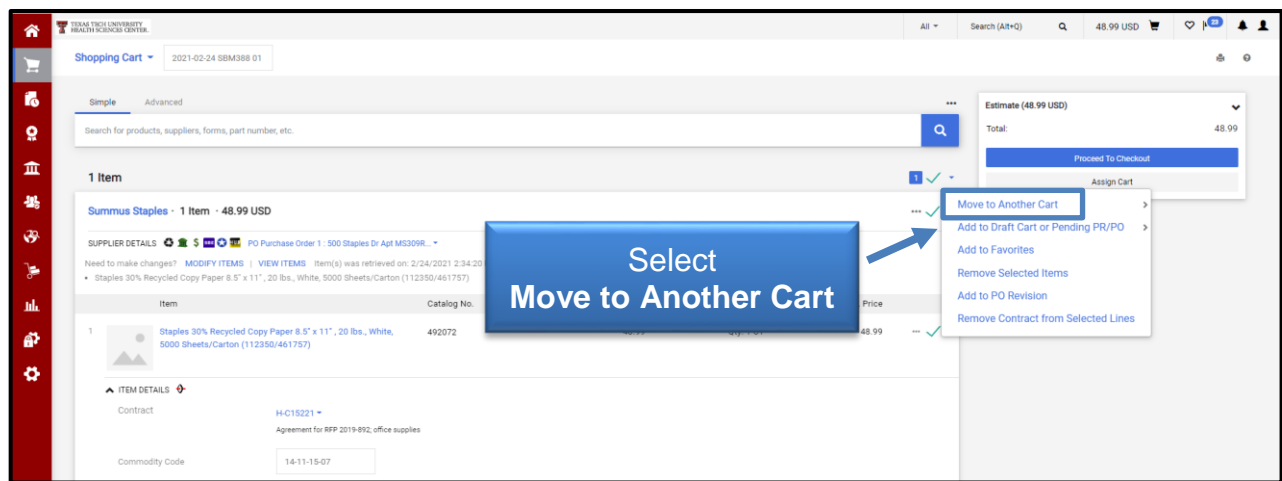


Move Items to a New or Draft Cart

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.

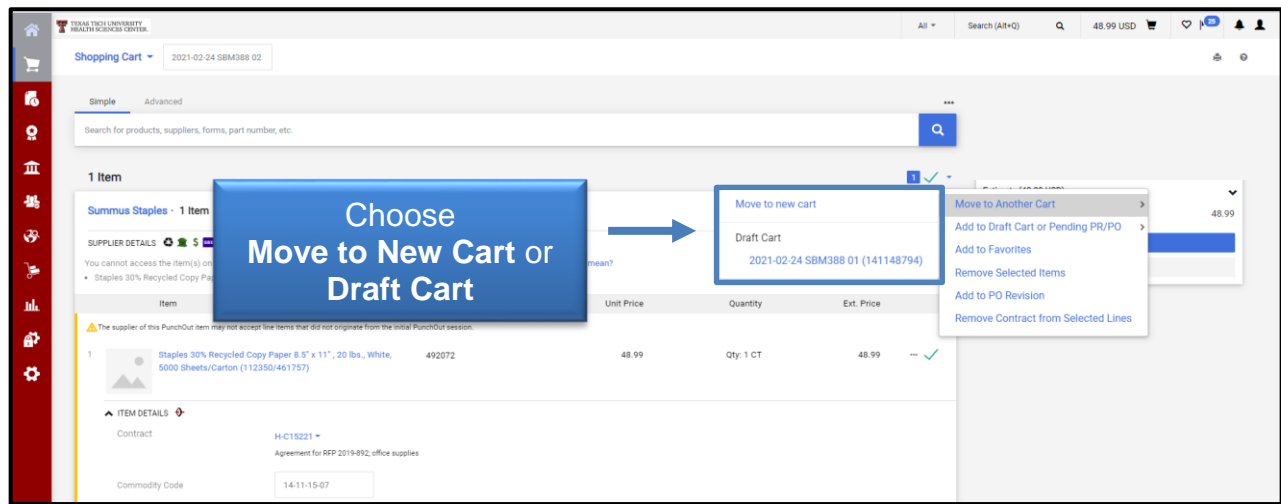
Note: You cannot separate items from a punch-out order. You will need to move all items from a specific vendor's punch-out order to a new cart or remove all items from the cart.

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.



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

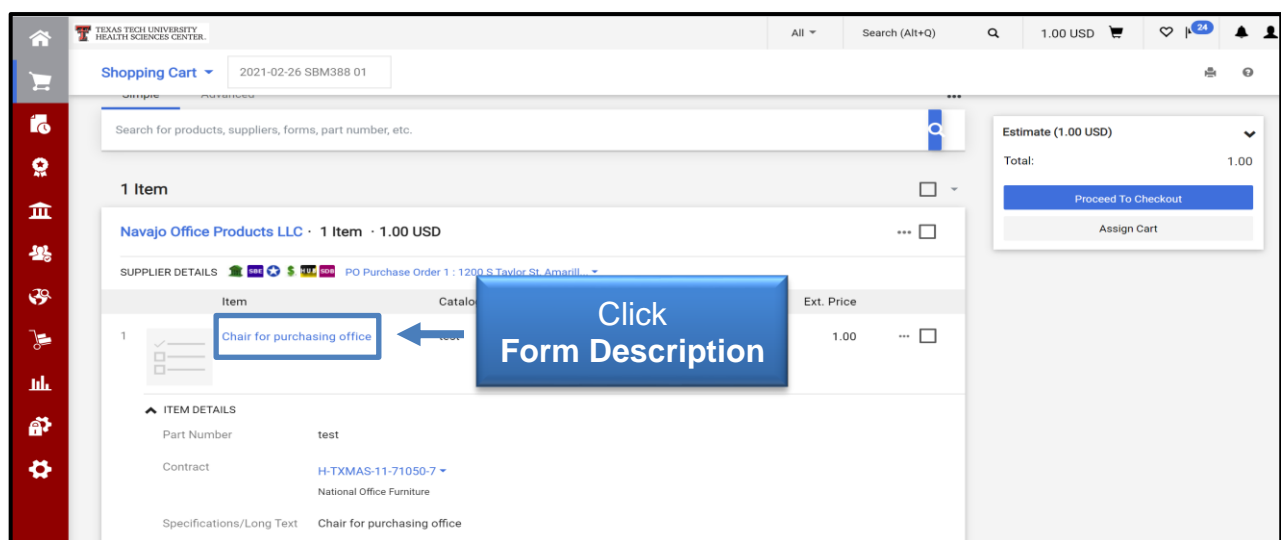


Your current Active Cart will now update with the change. You can access and complete either your active cart or your draft cart.

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**.



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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

Supplier
Supplier Navajo Office Products LLC more info...
[select different supplier](#)

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

Select Save **Click Go**

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.

Item	Description	Part Number	Price	Qty	Unit	Total	Actions
1	Chair for purchasing office	test	1.00	1	EA	1.00	...
ITEM DETAILS							
Part Number		test					
Contract		H-TXMAS-11-71050-7					
		National Office Furniture					
Commodity Code							
2	table	12345	2.00	1	EA	2.00	...
ITEM DETAILS							
Contract		H-TXMAS-11-71050-7					
		National Office Furniture					

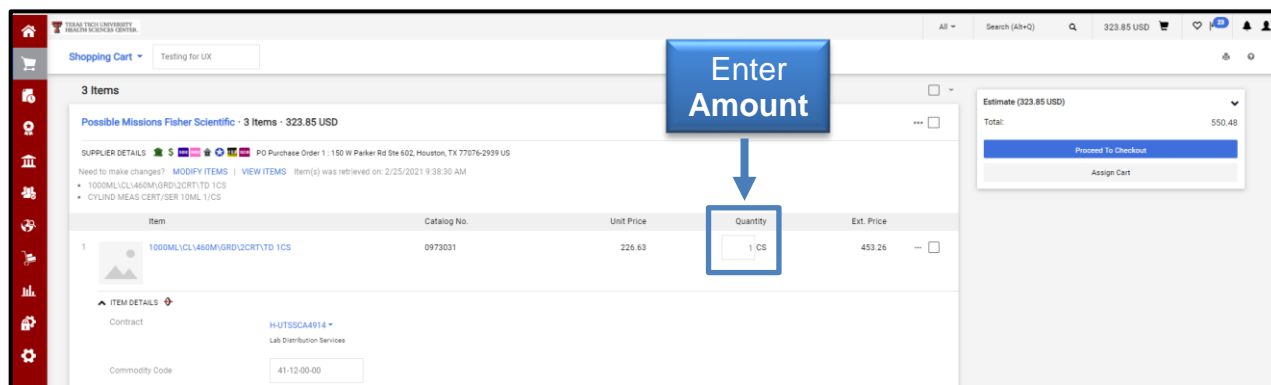
New Form in Cart

TechBuy – Editing 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.

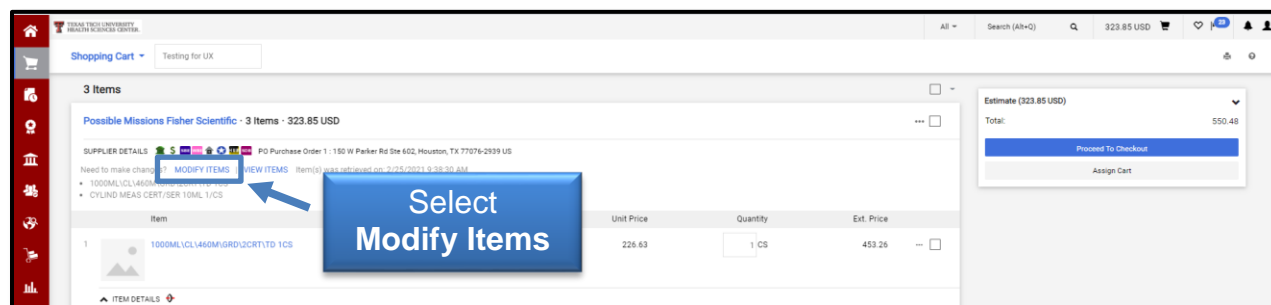
Enter the **amount** you wish to order in the Quantity field.



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.