

Removing Items from the Cart

NOTE: Items cannot be removed from a Punch-out cart. If there's an item in your Punch-out cart that you no longer want to purchase, the cart must be deleted and the order created again without the item.

To remove an item from a hosted catalog or non-catalog order –

1. Select the item you want to remove by clicking in the checkbox in line with the item.

The screenshot shows the UNC Greensboro marketplace shopping cart. The cart name is '2013-04-16 GENTRN1 02' and the total is 1,200.00 USD. The supplier is 'A Better View Glass And Mirror Inc'. The cart contains two line items:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 windows more info...	ww4	EA	150.00	4	EA 600.00 USD	<input type="checkbox"/>
2 window more info...	ww4	EA	150.00	4	EA 600.00 USD	<input checked="" type="checkbox"/>

Supplier subtotal: 1,200.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier for estimation purposes, budget checking, and workflow approvals.

To remove Line item 2, click the checkbox to select the item.

- Note: You can select more than one item to be removed if needed.

- With the item selected, click the 'For selected line items' dropdown and select 'Remove Selected Items'. Then click 'Go'.

UNC Greensboro marketplace

Spartie Requestor | Action Items | Notifications 1 | 1,200.00 USD

Shop / My Carts and Orders / Open My Active Shopping Cart / Cart - 956460 - Draft Requisition

Continue Shopping

8 Item(s) for a total of **1,200.00** USD

Shopping Cart for Spartie Requestor

Proceed to Checkout or Assign Cart

Add Non-Catalog Item Save

Cart Name: 2013-04-16 GENTRN1 02
Description:
Priority: Normal

Supplier / Line Item Details

Show line details For selected line items Add To Favorites Go

A Better View Glass And Mirror Inc * more info...
Contract
PO Number
Account Code
Pricing Code
Quote/Bid number

Purchasing Vendor 2 edit
1511 Holbrook St, Greensboro, NC 27403-2708 US

Add non-catalog item for this supplier...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 windows more info...	ww4	EA	150.00	4	EA 600.00 USD	<input type="checkbox"/>
2 window more info...	ww4	EA	150.00	4	EA 600.00 USD	<input checked="" type="checkbox"/>

- The item is no longer listed in the cart.

UNC Greensboro marketplace

Spartie Requestor | Action Items | Notifications 1 | 600.00 USD

Shop / My Carts and Orders / Open My Active Shopping Cart / Cart - 956460 - Draft Requisition

Continue Shopping

4 Item(s) for a total of **600.00** USD

Shopping Cart for Spartie Requestor

Proceed to Checkout or Assign Cart

Add Non-Catalog Item Save

Cart Name: 2013-04-16 GENTRN1 02
Description:
Priority: Normal

Supplier / Line Item Details

Show line details For selected line items Add To Favorites Go

A Better View Glass And Mirror Inc * more info...
Contract: no value
PO Number: To Be Assigned
Account Code:
Pricing Code:
Quote/Bid number:

Purchasing Vendor 2 edit
1511 Holbrook St, Greensboro, NC 27403-2708 US

Add non-catalog item for this supplier...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 windows more info...	ww4	EA	150.00	4	EA 600.00 USD	<input type="checkbox"/>
Supplier subtotal					600.00 USD	

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	600.00
Shipping	0.00
Handling	0.00
Total	600.00 USD