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| Process: Perform this procedure to edit a shopping cart up to the point of approval. Carts cannot be edited after they are approved. Shoppers or Approvers can change, add, or delete line items; change cost assignment information or add attachments etc.  |
|  **Role:** Shopper or Approver | **Frequency:** As Needed |

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| **BEGIN SHOPPING CART EDIT** |
| 1. Select the **Shopping Carts (All)** query from the dashboard.2. Click **Refresh** to see an updated view of your Shopping Carts and their status. |  |
| 3. Select a Shopping Cart to be edited. |  |
| *Depending on the status of the Shopping Cart, you will be able to either edit the cart immediately or be asked to view your tasks.* 4a. If you receive an **Edit** button, click to begin editing the cart, or |  |
| 4b. Click the **Show My Tasks** button if you receive it instead.  |  |
| 5. Select **Revise Shopping Cart**. 6. Click **Process Now**. |  |
| 7. Make changes as needed.*Most components of a Shopping Cart can be edited. This includes notes, quantity changes, addition or deletion of items, descriptions, etc.* |  |
| *A Shopper can also change items in the bottom details section if needed, including Account Assignment information, Notes, Delivery Address, and Source of Supply.*8. Make additional changes as needed to specific sections. |  |
| **COMPLETE SHOPPING CART EDIT AND RE-ORDER** |
| 9. Click **Check** to check for errors.10. Click **Order** to complete. |  |
| *Shopper receives confirmation that edited cart re-ordered successfully.* |  |