Delete a Shopping Cart Not in ‘Approved’ Status

Use this job aid to delete an entire Shopping Cart. The status of the Shopping Cart must be “Awaiting Approval,” or “Saved.”

If the Shopping Cart has an “Approved” status, please refer to the Modifying PO’s job aid.

1. From the Manage Shopping Carts area, locate the Shopping Cart to be changed, and then click the Shopping Cart Number hyperlink to open and display.

2. Click the Edit button on the document toolbar:

3. A Change dialogue box will display notifying the user that the approval process may be restarted. Click the “Continue” button:
4. A system message will display, advising that the Shopping Cart document has been recalled and sent to the user’s inbox (Universal Worklist). Click the “Close” button to close the Shopping Cart. This action will return the user to the Manage Shopping Carts area once more.

5. Once again, click on the Shopping Cart Number hyperlink to open and display the Shopping Cart:

6. A system message will display, notifying the user that there is an open task. Click the “Show my Tasks” button.
7. A dialogue box will appear displaying the task under the Subject heading. Click the “Process Now” button.

8. Click the “Delete” button on the document toolbar.

9. A dialogue box will display to verify decision to delete. Click “Yes” to proceed.
10. A dialogue box will display notifying the user that the Shopping Cart was successfully deleted. Click the “Close” button to return to the Manage Shopping Carts area.

Note: The Shopping Cart has been deleted and will no longer display in the Manage Shopping Carts area.