Use this job aid to make any changes to a Shopping Cart that has an “Awaiting Approval” status.

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.

![Change Shopping Cart and Order:1000002418]

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

![Display Shopping Cart:1000002418]

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. The user can now make any desired changes to the Shopping Cart document. Examples include:

- Add items
- Change funding
- Change delivery
- Change vendor
- Delete items
- Add notes & attachments
- Decrease/increase quantity
- Change pricing

9. After making the desired changes, click the **Check** button to validate the data and check for any errors or system messages. After correcting errors, or, if there are no errors, click the **Order** button to re-submit the Shopping Cart to the Site Administrator for approval.

**Close** the document after ordering.
The following steps illustrate an alternate way to make changes to Shopping Carts through the Universal Worklist.

1. Click the **Procurement/Contracts** tab:

   ![Image of Procurement/Contracts tab]

   SAP is not supported by Internet Explorer 10 (IE 10). Downloading a Citrix (SAP) with IE 10. Please go to [tp.asktd.net](http://tp.asktd.net) for instructions on how to download SAP.

   Upcoming Time Entry Cut-Off Dates

2. Click the **Process Transaction** sub-tab:

   ![Image of Process Transaction sub-tab]

3. Click the **Manage Shopping Cars** link:

   ![Image of Manage Shopping Cars link]

   - Maintain Service Entry Sheet
   - Display Messages for Service Entry Sheet
   - Post, Change or View Goods Receipts
   - Manage Purchase Order
4. Click the Shopping Cart Number link to open/display:

```
<table>
<thead>
<tr>
<th>Shopping Cart Number</th>
<th>Shopping Cart Name</th>
<th>Item Number</th>
<th>Item Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000002554</td>
<td>Lakeshore supplies</td>
<td>1</td>
<td>Construction Paper 9X12</td>
<td>Awaiting Approval</td>
</tr>
<tr>
<td>10000002554</td>
<td>Lakeshore supplies</td>
<td>2</td>
<td>Super Bright Liquid Tempera Paint</td>
<td>Awaiting Approval</td>
</tr>
<tr>
<td>10000002554</td>
<td>Lakeshore supplies</td>
<td>3</td>
<td>Safety Solutions</td>
<td>Awaiting Approval</td>
</tr>
</tbody>
</table>
```

5. Click the **Edit** button to unlock the Shopping Cart. Click the **Edit** button on the document toolbar:

**Display Shopping Cart: 1000002554**

```
<table>
<thead>
<tr>
<th>Number</th>
<th>Document Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000002554</td>
<td>Lakeshore supplies</td>
<td>Awaiting Approval</td>
</tr>
</tbody>
</table>
```

6. A **Change** dialogue box will display notifying the user that the approval process may be restarted. Click the **Continue** button:

```
Change

Document is in approval; if you continue, the approval process might be restarted.

[Continue] [Cancel]
```

7. 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.

**Change Shopping Cart and Order: 1000002554**

```
<table>
<thead>
<tr>
<th>Number</th>
<th>Document Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000002554</td>
<td>Lakeshore supplies</td>
<td>Awaiting Approval</td>
</tr>
</tbody>
</table>

[Checkmark] Document recalled; revision work item has been sent to your inbox

[Order] [Close] [Print Preview] [Save] [Check] [Delete]
8. Click on the **Home** tab, then click the **Universal Worklist** sublink.

![Universal Worklist Sublink](image)

9. Click the **Refresh** icon to refresh the list and view the most current list of tasks:

![Refresh Icon](image)

Click on the Shopping Cart link to be revised.

10. Make desired changes to the Shopping Cart document. Examples include:

- Add items
- Change funding
- Change delivery
- Change vendor
- Delete items
- Add notes & attachments
- Decrease/increase quantity
- Change pricing

11. After making the desired changes, click the **Check** button to validate the data and check for any errors or system messages. After correcting errors, or, if there are no errors, click the **Order** button to re-submit the Shopping Cart to the Site Administrator for approval.

![Order and Check Buttons](image)

**Close** the document after ordering.