

Work Instruction

Deleting a Shopping Cart

**SRM_DEL_CA
RT**

Purpose

Use this procedure to delete a Shopping Cart item either before or after the Purchase Order has been created.

If the Purchase Order has been created you must call Supply Chain Shared Services to delete the Purchase Order. Then you will need to delete the Shopping Cart line items that correspond to that particular Purchase Order.

Trigger

Perform this procedure when you have created a Shopping Cart for items that are no longer required and for which you do not want a Purchase Order created.

Prerequisites

A Shopping Cart must have been created.

Menu Path

Use the following menu path(s) to begin this transaction:

- Select **Go Shopping**. Click on **Check Status** and search for the Shopping Cart item you need to delete.

Transaction Code

SRM_DEL_CART

Helpful Hints

Shopping Cart line items can be deleted if a Purchase Order has not been created. If the Purchase Order has been created Supply Chain Shared Services will need to delete the Purchase Order and then you will need to delete the Shopping Cart line items.

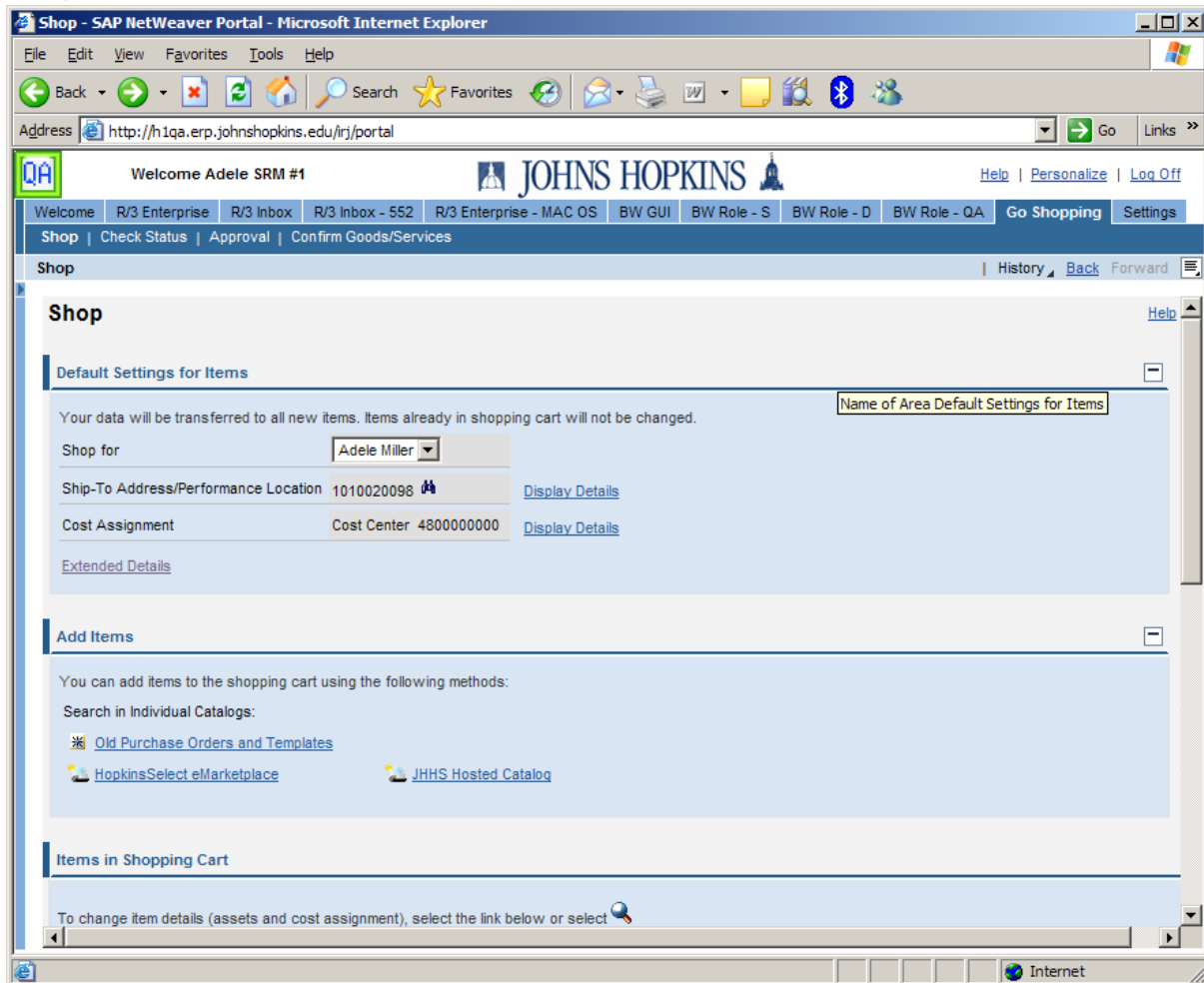
Although it is possible to delete a Shopping Cart without first deleting the individual line items in the cart, it is recommended not to do so. If the cart and its contents need to be deleted, first delete the items, then delete the cart.

Procedure

1. Start the transaction by clicking on **Go Shopping**



Shop



2. Click **Check Status** .

Shopping Cart Status

▶ **Shopping Cart Status**

Find Shopping Cart

Item Description	Name of Shopping Cart	Timeframe	Status
<input type="text"/>	<input type="text"/>	Last 7 Days	All

[Start](#) [Extended Search](#)

Search Result: 59 Shopping Cart

Number	Name of Shopping Cart	Created on	Total Val.	Status	Action
▶ 1000006123	Shopping Cart to Delete	11/01/2005	458.00 USD	Awaiting Approval	
▶ 1000006115	SHOP_U 11/01/2005 13:15	11/01/2005	80.00 USD	Approved	
▶ 1000006105	Large cart	11/01/2005	180,000.00 USD	Approved	
▶ 1000006104	Expensive Susan Cart	11/01/2005	159,984.00 USD	Approved	
▶ 1000006102	SHOP_U 11/01/2005 11:38	11/01/2005	31,463.91 USD	Approved	
▶ 1000006094	mxpo_chk	11/01/2005	628.00 USD	Approved	
▶ 1000006084	SHOP_U 11/01/2005 10:36	11/01/2005	263.60 USD	Approved	
▶ 1000006082	try P20253	11/01/2005	80.00 USD	Approved	
▶ 1000006071	Shop- Approved	11/01/2005	228.00 USD	Approved	
▶ 1000006070	Shop - Awaiting Approval	11/01/2005	228.00 USD	Awaiting Approval	

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A list of Shopping Carts you have created is displayed

- Click on the arrow (black triangle) to the left of the Shopping Cart, to display the items in the Shopping Cart.

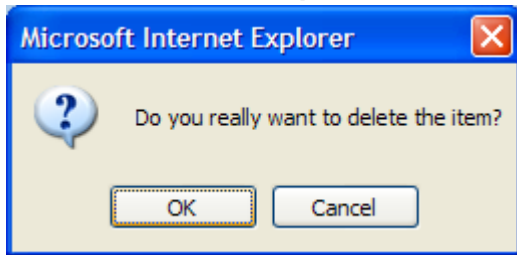
Shopping Cart Status

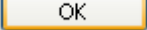
▼	1000120653 SCPURCV2 02/15/2007 14:39	02/15/2007	200.00 USD	Approved		
	Description	Prod. Name	Quantity	Net value	Status	Action
	test		100 EACH	200.00 USD	Approved	

Click on this trash can to delete the individual line item. Don't click the trash can above it as that will delete the whole cart.

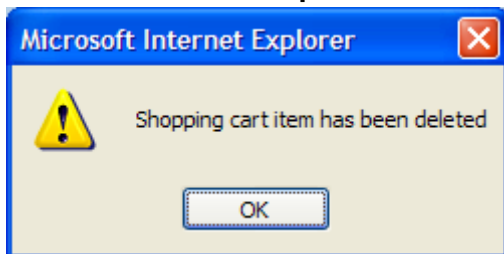
- To delete a specific item, click the trash can icon next to the item.

Microsoft Internet Explorer

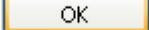


5. The system will prompt: "Do you really want to delete the item?" Click  .

Microsoft Internet Explorer



The system displays the message, " **Shopping cart item has been deleted** " .

6. Click  .
7. Repeat this process to delete other items as needed.



If all of the items in a Shopping Cart have been deleted you should also delete the empty Shopping Cart.

8. Go back to the Shopping Cart Status screen to display the list of shopping carts.

Shopping Cart Status

Shopping Cart Status

Find Shopping Cart

Item Description Name of Shopping Cart Timeframe Status

 Last 7 Days All

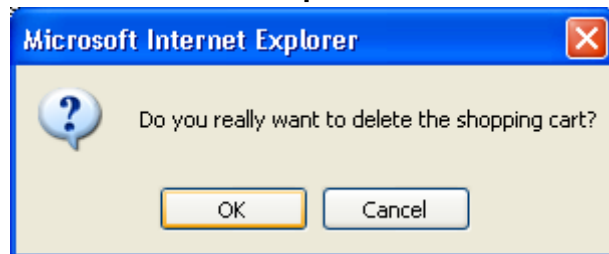
Search Result: 59 Shopping Cart

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▶	1000006071	Shop- Approved	11/01/2005	228.00 USD	Approved	
▶	1000006070	Shop - Awaiting Approval	11/01/2005	228.00 USD	Awaiting Approval	

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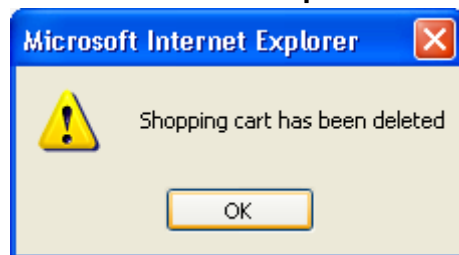
9. Click to the right of the Shopping Cart to delete it.

Microsoft Internet Explorer



10. The system will prompt: "Do you really want to delete the item?" Click .

Microsoft Internet Explorer





The system displays the message, "Shopping cart has been deleted".

11. Click  .

12. You have completed this transaction.

Result

You have successfully deleted individual Shopping Cart line items and a Shopping Cart.

Comments

Once deleted, the Shopping Cart cannot be recovered.

Title: *Deleting a Shopping Cart*
Business *Procure to Pay*
Scenarios :
Business *Shopping Cart and Confirmation Processing*
Processes :

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