

# EDIT CART ITEMS

Last Updated on: 7/23/2009

East Carolina UNIVERSITY Cart - Draft Requisition

active cart | draft carts | favorites | my requisitions

2009-07-23 brownb 04 | 6 item(s), 47,469.00 USD

Search for PR No. [ ]

home/shop | favorites | forms | carts/requisitions | approvals | history | receiving | more >>

Create Cart | Add Products | Edit Cart | Review | Submit Requisition

PR Approvals | PO Preview

Save

Priority: Normal | Business Purpose / Note to Approvers: The grant for this order will expire 8/31/2009. | Backup Required:  | Backup Type: Electronic | Special Instructions: None

Prepared by: Bridget Brown | Prepared for: Chuck Boulineau | Cart Name: 2009-07-23 brownb 04

Supplier / Line Item Details

For selected line items: Add To Favorites, Add To Favorites, Remove Selected Items, Remove All Items, Move to Another Cart, Add to Draft Cart or Pending PR/PO

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
2009 Ford Shelby Mustang GT500 in metallic blue with white racing stripes	car	EA	45,789.00	1 EA	45,789.00 USD
Grey Floor Mats	mats	EA	45.00	4 EA	180.00 USD
6 year / 75,000 mile powertrain warranty	warranty	EA	1,500.00	1 EA	1,500.00 USD
Supplier subtotal					47,469.00 USD
Subtotal					47,469.00
Shipping					0.00
Handling					0.00
Total					47,469.00 USD

1. To delete an item from a cart, select the check box that corresponds with that item

2. Click the **For Selected line items** drop down box and select **Remove Selected Items**.

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Supplier / Line Item Details

For selected line items: Remove Selected Items

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
2009 Ford Shelby Mustang GT500 in metallic blue with white racing stripes	car	EA	45,789.00	1 EA	45,789.00 USD
Grey Floor Mats	mats	EA	45.00	4 EA	180.00 USD
6 year / 75,000 mile powertrain warranty	warranty	EA	1,500.00	1 EA	1,500.00 USD
Supplier subtotal					47,469.00 USD
Subtotal					47,469.00
Shipping					0.00
Handling					0.00
Total					47,469.00 USD

3. Click the **Go** button to remove the item.

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4. **Note:** The line item has been removed from the cart.
5. To edit the line item description, price, quantity, or unit of measure, click on the **Product Description**.  
**Note:** You can **ONLY** change the product description and pricing for **Non-Catalog** orders.

6. Make the appropriate changes to the **Product Description**, **Additional Description**, **Quantity**, **UOM**, or **Estimated Price**.
7. Click on the **Go** button to save the changes to the shopping cart.

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**Non-Catalog Form** - Microsoft Internet Explorer provided by East Carolina University

Available Actions (Click here for details): Save **Close**

**Supplier Info**

Supplier: Hastings Ford Inc [more info...](#)

Address: Po Box 1886, Greenville, NC 27835-1886 US

Supplier Phone: +1 (252) 758-0114

Currency: USD

**Distribution**

The system will distribute purchase orders using the method(s) indicated below:

Fax: +1 (919) 659-6118

Manual

**Catalog No.**: car

**Product Description**: 2009 Ford Shelby Mustang GT500 in metallic red with white racing stripes

Additional Description: 184 characters remaining [expand](#) | [clear](#)

**Quantity**: 1

**UOM**: EA - Each

**Estimated Price**: 44,500.00

Manufacturer Name:

Manufacturer Part No:

8.

8. Click the **Close** button to return the cart.

**East Carolina UNIVERSITY** Cart - Draft Requisition

2009-07-23 brownb 04 | 5 item(s), 44,680.00 USD

Search for PR No.

active cart | draft carts | favorites | my requisitions

Create Cart | Add Products | **Review** | Submit Requisition

Priority: Normal

Prepared by: Bridget Brown

Cart Name: 2009-07-23 brownb 04

**Supplier / Line Item Details**

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 2009 Ford Shelby Mustang GT500 in metallic red with white racing stripes	car	EA	44,500.00	1 EA	44,500.00 USD
2 Grey Floor Mats	mats	EA	45.00	4 EA	180.00 USD
Supplier subtotal					44,680.00 USD
Subtotal					44,680.00
Shipping					0.00
Handling					0.00
Total					44,680.00 USD

10.

9.

9. Note that any changes to **Product Description**, **Additional Description**, **Quantity**, **UOM**, or **Estimated Price** have been updated in the shopping cart.

10. Click on the **Review** step in the shopping cart workflow.

# EDIT CART ITEMS

Last Updated on: 7/23/2009

**East Carolina UNIVERSITY** | Bridget Brown | user settings | 2009 Mustang | 5 item(s), 44,680.00 USD

Summary - Draft Requisition | Search for PO No. [ ]

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active cart | draft carts | my favorites | my requisitions

Create Cart | Add Products → Edit Cart → **Review** → Submit Requisition  
 ↳ PR Approvals ↳ PO Preview ↳

Requisition | PR Approvals | PO Preview | History

Summary | FOAPAL / Ship Codes | Supplier Info | Taxes/S&H

Hide header

General	Internal Note	Order Info
<p>Priority: Normal</p> <p>Department: AF Materials Management</p> <p>Prepared by: Bridget Brown</p> <p>Cart Name: 2009 Mustang</p> <p>Accounting Date: no value</p> <p><b>Bill To</b>            East Carolina University            Accounts Payable            120 Reade St.            Fin. Srv. Bldg.            Greenville, NC 27858-4353            United States</p>	<p><b>Internal Info</b></p> <p>Business Purpose / Note to Approvers: The grant for this order will expire on 8/31/2008</p> <p>Internal attachments</p> <p>add attachment...</p>	<p><b>Order Info</b></p> <p>Backup Required: <input checked="" type="checkbox"/></p> <p>Backup Type: None</p> <p>Pricing Ref #: no value</p> <p>Special Instructions: None</p> <p>Notes to Suppliers: no note</p> <p>Attachments for all suppliers</p> <p>add attachment...</p> <p>PO Clauses</p> <ul style="list-style-type: none"> <li>001 Tax Exempt</li> <li>002 NC T&amp;C ref</li> <li>003 ECU PO conditions</li> </ul> <p>view all clauses - (3)</p> <p>Assigned Buyer: no value</p>

FOAPAL / Ship Codes

Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72110	0000	no value	no value
East Carolina University	AA General Institutional Support	AF Purchasing	Office Supplies	Default Program Code		

11. See the **Review** procedures to continue the review process.