

SHOPPING CART – EDIT & INSPECT – MODIFYING PUNCH-OUT CART

Last Updated on: 11/8/2010

East Carolina UNIVERSITY | *Bridget Brown* user settings | 2010-11-05 balls 01 | 11 Item(s), 232.78 USD

home/shop | favorites | forms | **carts/requisitions** | history | Settlement | user settings | more >> | AAA

active cart | draft carts | favorites | my requisitions | Continue Shopping

Shopping Cart | 11 Item(s) for a total of 232.78 USD | Proceed to Checkout

Save

Priority: Normal | Business Purpose / Note to Approver: add note... | Backup Required: None | Backup Type: None | Special Instructions: None | Notes to Suppliers: add note...

Prepared by: Bridget Brown | Work Order #: | State Exempt: | None of the Above | Select from profile values... | Select from all values... | Clear selected value...

Cart Name: 2010-11-05 balls 01

Supplier / Line Item Details | For selected line items: Add To Favorites | Go

Show line details | Office Depot | PO 1 | Office Depot Credit Po Box 30295, Salt Lake City, UT 84130 US | The item(s) in this group was retrieved from the supplier's website. What does this mean? | Need to make changes? **MODIFY ITEMS** | VIEW ITEMS | Item(s) was retrieved on: 11/5/2010 9:23:35 AM | Line(s): 1, 2

Line(s)	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	JWOD File Folders, 1/5 Cut, Letter Size, Manila, Pack Of 100	480426	BX	27.74	7 BX	194.18 USD
2	AT-A-GLANCE(R) 30 Recycled Desk Pad Calendar, 22 x 17, Blue/Gray, January-December 2011	947421	EA	9.65	4 EA	38.60 USD
Supplier subtotal						232.78 USD
Subtotal						232.78
Shipping						0.00
Handling						0.00
Total						232.78 USD

Save | Proceed to Checkout

1. Click on the **MODIFY ITEMS** link to make changes to a punch-out catalog shopping cart. **Important Note:** Now all punch-out suppliers allow the Edit & Inspect feature for modifying shopping carts: **Apple, CDWG, Dell, Forms & Supply, Office Depot, Staples, Fisher, and VWR.**

East Carolina PORT Punchout | Your SciQuest Session will expire in: 59:48 | Reset Session | Cancel Punch-out

Home | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

Office DEPOT. Taking Care of Business | Order by Item # | 2 Item(s): \$232.78 | View Cart | Check Out | My Shopping Lists | Account #: 43704332 | Welcome, USER of EAST CAROLINA UNIV - Logout

Office Supplies | Furniture | Technology | Our Services | My Account

SEARCH | GO | View All Products A-Z | Ink & Toner | Paper | Copy & Print | Bulletin Board

Bulletin Board | My Messages | Catalogs & More | My Orders | My Tools

Last update by: ADMIN USER | Click the link below to check Office Depot's current promotions | [Current Promotions](#) | CONTINUE

2. This will bring you back to the punch-out catalog for the supplier in order to make modification to the original shopping cart.
3. Click on the **View Cart** link.

SHOPPING CART – EDIT & INSPECT – MODIFYING PUNCH-OUT CART

Last Updated on: 11/8/2010

East Carolina PORT Punchout | Your SciQuest Session will expire in: 54:02 | Reset Session | Cancel Punch-out

Office DEPOT | Order by Item # | 2 Item(s): \$232.78 | Account #: 43704332 | USER of EAST CAROLINA UNIV - Logout

Description	Price/unit	Qty.	Backorder	Total
JWOD File Folders, 1/5 Cut, Letter Size, Manila, Pack Of 100 Item # 480426 Entered Item # 480426 Contains Recycled Content	\$27.74	7	0	\$194.18
AT-A-GLANCE® 30% Recycled Desk Pad Calendar, 22" x 17", Blue/Gray, January-December 2011 Item # 947421 Entered Item # 947421 Contains Recycled Content	\$9.65	4	0	\$38.60

Subtotal: \$232.78
Estimate Shipping & Taxes
2 item(s): \$232.78

Need Help? | Email Assistance | FAQs

Order By Item #

4. This is where you can modify the shopping cart with the following changes: removing items, changing quantity of items, and adding new items to your shopping cart.
5. For the first edit, we will change the quantity of the 1st item from 7 to 3 items. Click on the **Update** button to complete the edit.

East Carolina PORT Punchout | Your SciQuest Session will expire in: 52:31 | Reset Session | Cancel Punch-out

Office DEPOT | Order by Item # | 2 Item(s): \$121.82 | Account #: 43704332 | USER of EAST CAROLINA UNIV - Logout

Description	Price/unit	Qty.	Backorder	Total
JWOD File Folders, 1/5 Cut, Letter Size, Manila, Pack Of 100 Item # 480426 Entered Item # 480426 Contains Recycled Content	\$27.74	3	0	\$83.22
AT-A-GLANCE® 30% Recycled Desk Pad Calendar, 22" x 17", Blue/Gray, January-December 2011 Item # 947421 Entered Item # 947421 Contains Recycled Content	\$9.65	4	0	\$38.60

Subtotal: \$121.82
Estimate Shipping & Taxes
2 item(s): \$121.82

Need Help? | Email Assistance | FAQs

Order By Item #

6. Note that the **Total** price for the 1st item has been updated.
7. For the 2nd edit, we will remove the 2nd line item from the shopping cart by clicking the **Remove** link.

SHOPPING CART – EDIT & INSPECT – MODIFYING PUNCH-OUT CART

Last Updated on: 11/8/2010

East Carolina PORT Punchout | Your SciQuest Session will expire in: 48:59 | Reset Session | Cancel Punch-out

Home | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

Office DEPOT. Taking Care of Business. Order by Item #

1 Item(s): \$83.22 | View Cart | Check Out | My Shopping Lists

Welcome, USER of EAST CAROLINA UNIV - Logout | Account #: 43704332

Office Supplies | Furniture | Technology | Our Services | My Account

SEARCH desk organizer | GO | View All Products A-Z | Ink & Toner | Paper | Copy & Print | Bulletin Board

Home > Find Your Product

Shopping Cart | Continue Shopping | CHECK OUT | Print This Page

Description	Price/unit	Qty.	Backorder	Total	Subtotal
JWOD File Folders, 1/5 Cut, Letter Size, Manila, Pack Of 100 Item # 480426 Entered Item # 480426 Contains Recycled Content	\$27.74	3	0	\$83.22	\$83.22

Subtotal: \$83.22
Estimate Shipping & Taxes
1 Item(s): \$83.22

Continue Shopping | Update Cart | Empty Cart | Save Cart To List | CHECK OUT

Save for Later | MY SHOPPING LIST

Need Help? | Email Assistance | FAQs

Order By Item # | Qty | ADD TO CART

8. Note that the 2nd item has been removed from the Shopping Cart.
9. For the 3rd edit, we add a new item by searching for a desk organizer.
10. Click the Go button.

East Carolina PORT Punchout | Your SciQuest Session will expire in: 45:58 | Reset Session | Cancel Punch-out

Home | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

Office DEPOT. Taking Care of Business. Order by Item #

1 Item(s): \$83.22 | View Cart | Check Out | My Shopping Lists

Welcome, USER of EAST CAROLINA UNIV - Logout | Account #: 43704332

Office Supplies | Furniture | Technology | Our Services | My Account

SEARCH desk organizer | GO | View All Products A-Z | Ink & Toner | Paper | Copy & Print | Bulletin Board

Home > Text Search > desk organizer

Your search for "desk organizer" found 51 results.
Advanced Sorting Available!
Please use Advanced Sorting options below to sort products by price, value, brand and more!

Sort By: Relevance | Grid | List | View All

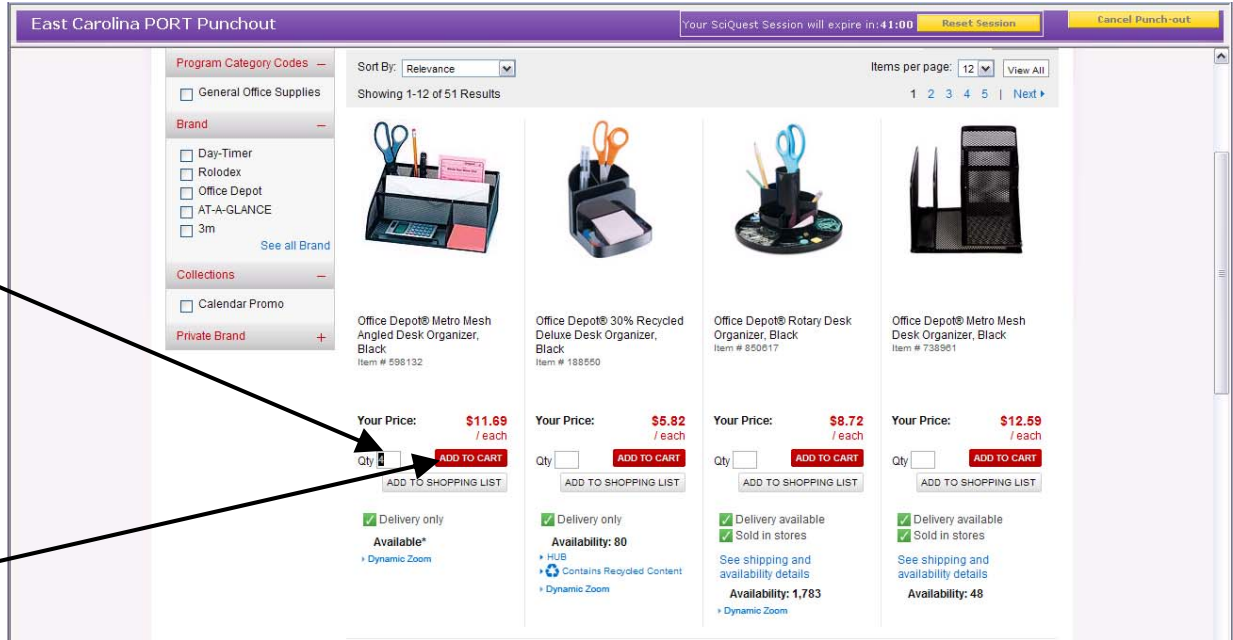
Showing 1-12 of 51 Results | Page 1 of 5 | Next

Product Name	Price	Availability
Office Depot® Metro Mesh Angled Desk Organizer, Black Item # 598132	\$11.69 / each	Delivery only Available*
Office Depot® 30% Recycled Deluxe Desk Organizer, Black Item # 188550	\$5.82 / each	Delivery only Available: 80
Office Depot® Rotary Desk Organizer, Black Item # 850617	\$8.72 / each	Delivery available Sold in stores
Office Depot® Metro Mesh Desk Organizer, Black Item # 738901	\$12.59 / each	Delivery available Sold in stores

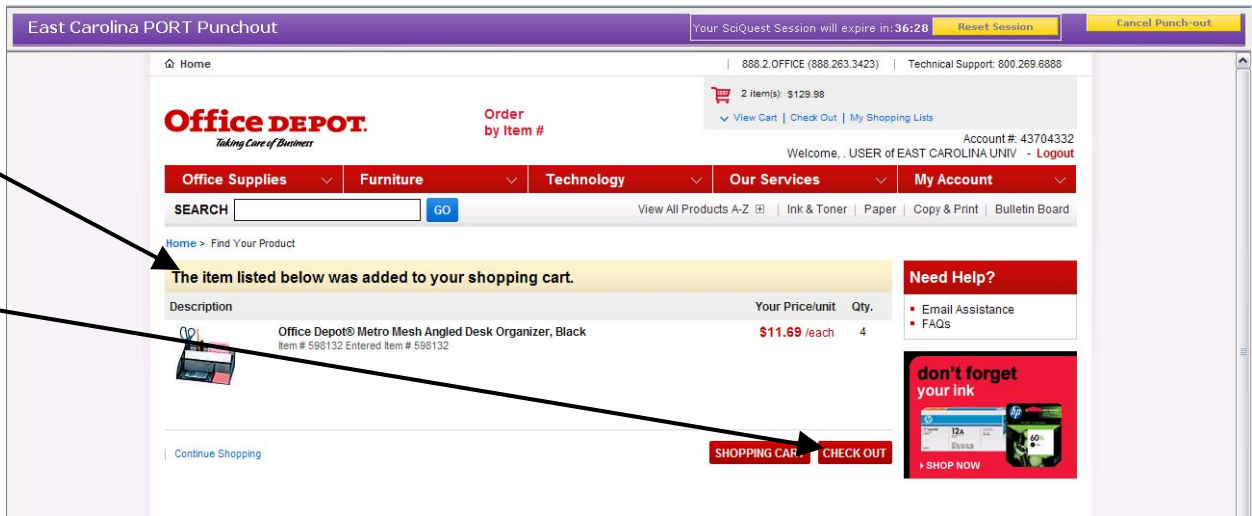
11. You can scroll down the page and/or click on the other pages to find the desired item.

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Last Updated on: 11/8/2010



- 12. Enter the **Quantity** needed upon finding the desired item.
- 13. Click the **Add To Cart** button.



- 14. Note the item was added to your shopping cart.
- 15. To continue shopping, repeat steps 9-11. In this example, we only need the 2 items. Click the **Checkout** button.

SHOPPING CART – EDIT & INSPECT – MODIFYING PUNCH-OUT CART

Last Updated on: 11/8/2010

East Carolina PORT Punchout

Your SciQuest Session will expire in:34:01 [Reset Session](#) [Cancel Punch-out](#)

Office DEPOT
Taking Care of Business

Description	Price/unit	Qty.	Backorder	Total
JWOD File Folders, 1/5 Cut, Letter Size, Manila, Pack Of 100 Item # 480426 Entered Item # 480426	\$27.74	3	0	\$83.22
Office Depot® Metro Mesh Angled Desk Organizer, Black Item # 598132 Entered Item # 598132	\$11.69	4	0	\$46.76

[CONTINUE](#)

16. Click the **Continue** button to add these items to a PORT shopping cart.

East Carolina UNIVERSITY

Bridget Brown user settings

2010-11-05 balls 01 | 7 item(s), 129.98 USD

Cart - Draft Requisition

Search for PR No. [Go](#)

home/shop | favorites | forms | **carts/requisitions** | history | Settlement | user settings | more >> | AAA

active cart | draft carts | favorites | my requisitions

[Continue Shopping](#)

Shopping Cart 7 Item(s) for a total of **129.98** USD

[Save](#) [Proceed to Checkout](#)

Priority: Business Purpose / Note to Approvers: [add note...](#) Backup Required: Backup Type: Special Instructions: Notes to Suppliers: [add note...](#)

Prepared by: Bridget Brown Work Order #: State Exempt: Select from profile values... Select from all values... Clear selected value...

Cart Name:

Supplier / Line Item Details For selected line items [Add To Favorites](#) [Go](#)

Show line details

Office Depot [more info...](#)

PO 1
Office Depot Credit Plan, Po Box 30295, Salt Lake City, UT 84130 US
The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)
Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 11/5/2010 9:53:35 AM

Line(s): 1, 2

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 JWOD File Folders, 1/5 Cut, Letter Size, Manila, Pack Of 100 more info...	480426	BX	27.74	3 BX	83.22 USD
Contract: ECU-000284 more info... Select price or contract...					
2 Office Depot(R) Metro Mesh Angled Desk Organizer, Black more info...	598132	EA	11.69	4 EA	46.76 USD
Contract: ECU-000284 more info... Select price or contract...					
Supplier subtotal					129.98 USD
Subtotal					129.98
Shipping					0.00
Handling					0.00
Total					129.98 USD

[Save](#) [Proceed to Checkout](#)

17. This brings you to the **New Shopping Cart** edit section. See the **Edit Cart Header** procedure to continue the review process.