

## Removing Items from the Cart

**NOTE: Items cannot be removed from a Punch-out cart. If there's an item in your Punch-out cart that you no longer want to purchase, the cart must be deleted, and the order created again without the item.**

To remove an item from a hosted catalog or non-catalog order –

1. Select the item you want to remove by clicking in the checkbox in line with the item. **Note: You can select more than one item to be removed if needed.**

The screenshot shows the SpartanMart requisition interface for requisition 178611714. The main table lists 4 items from Pro/San Maintenance Supply Inc. Item 1, 'Floor Pads Black 20" 5/CS', is highlighted with a red box, and its checkbox is checked. The right sidebar shows a summary of the cart with a total of 20,139.85 USD.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Floor Pads Black 20" 5/CS	7300	CS	59.95	2 CS	119.90	<input checked="" type="checkbox"/>
2 Tennant Floor Scrubber T7	n/a	EA	20,000.00	1 EA	20,000.00	<input type="checkbox"/>

2. With the item selected, click the 'For selected line items' dropdown and select 'Remove Selected Items'.

The screenshot shows the same requisition page as above, but with the dropdown menu for item 1 open. The 'Remove Selected Items' option is highlighted with a red box. The right sidebar shows the summary of the cart.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Floor Pads Black 20" 5/CS	7300	CS	59.95	2 CS	119.90	<input checked="" type="checkbox"/>
2 Tennant Floor Scrubber T7	n/a	EA	20,000.00	1 EA	20,000.00	<input type="checkbox"/>

- Remove Selected Items
- Remove All Items
- Move to Another Cart
- Change Supplier
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision
- Change Commodity Code
- Requires Sourcing
- Remove Requires Sourcing

3. The item is no longer listed in the cart. You Summary cost should be updated with the new price.

**SPARTANMART** All Search (Alt+Q) 20,019.95 USD 7

equisition • 178611714 Assign Cart Place Order

Summary Taxes/S&H PO Preview Comments Attachments History

**2 Items** Pro/San Maintenance Supply Inc • 2 Items • 20,019.95 USD

**SUPPLIER DETAILS**

Contract	PO Number	To Be Assigned
no value		

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Tennant Floor Scrubber T7	n/a	EA	20,000.00	1 EA	20,000.00
2 Floor Pads Blue 5/CS	7100	CS	19.95	1 CS	19.95

**ITEM DETAILS**

Contract:	no value	Internal Note	no value
Commodity Code	47121600 / Floor machines and accessories	Internal Attachments	Add
Restricted Item Flag	no value	External Note	no value
		Attachments for supplier	Add

**Summary** Draft

**Total (20,019.95 USD)**

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	20,019.95
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>20,019.95</b>

**What's next for my order?**

Next Step: Fixed Assets Approval

Approvers: Snelling, Heather; Williams, Laura