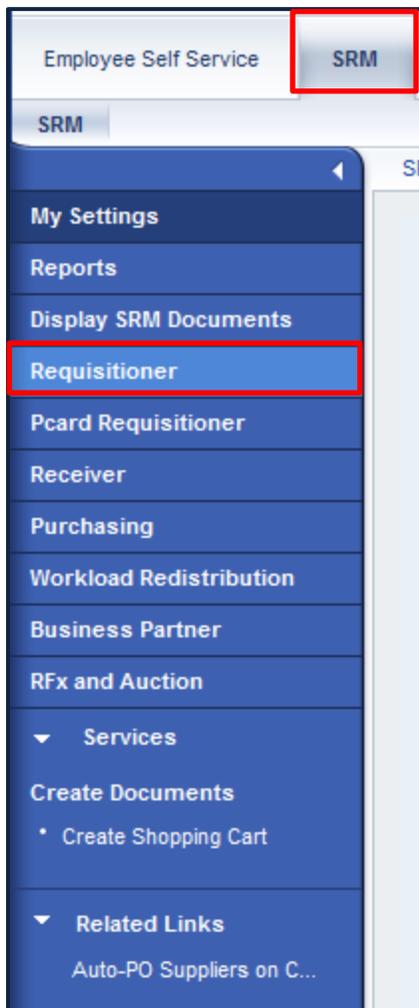


Deleting a Shopping Cart

Use this procedure when you want to delete a Shopping Cart. There are two methods for deleting a shopping cart.

First Method:

1. Log into SRM via the web address www.myworkplace.state.pa.us
2. Select the SRM tab
3. Select Requisitioner from the left navigation pane
 - a. This will open the POWL as shown on the next slide.



5. Select the Shopping Carts tab. (If search fields are not shown, select the unhide Quick Criteria Maintenance dropdown menu to display search fields)
6. Within the Shopping Cart Number field, enter the applicable shopping cart number
7. Select the APPLY button
 - a. The Shopping Cart displays on the lower portion of the POWL screen

Shopping Carts | Team Carts

Hide Quick Criteria Maintenance

Shopping Cart Number: 11623896 To []

Shopping Cart Name: []

Item Description: []

Timeframe: []

Creation Date: [] To []

Status: []

Role: []

PO Number: []

Product Category: []

Logical System (Product): []

Show my Team Carts:

Smart Number: []

Apply Clear

View: [Standard View] | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
11623896	4217 Medical Supplies	1		EMT ALS Medical Cases	Approved
11623896	4217 Medical Supplies	2		Rescue Blankets	Approved
11623896	4217 Medical Supplies	3		Emergency Stretcher	Approved

8. Select the *Gray* box to highlight the row of the desired item shown above OR select the **Shopping Cart number hyperlink** to open the Shopping Cart
9. The Display Shopping Cart screen appears with all Line Items in the Shopping Cart as shown below
10. Select the EDIT button to activate the “Edit” mode

Display Shopping Cart

Edit Print Preview Close Refresh Copy

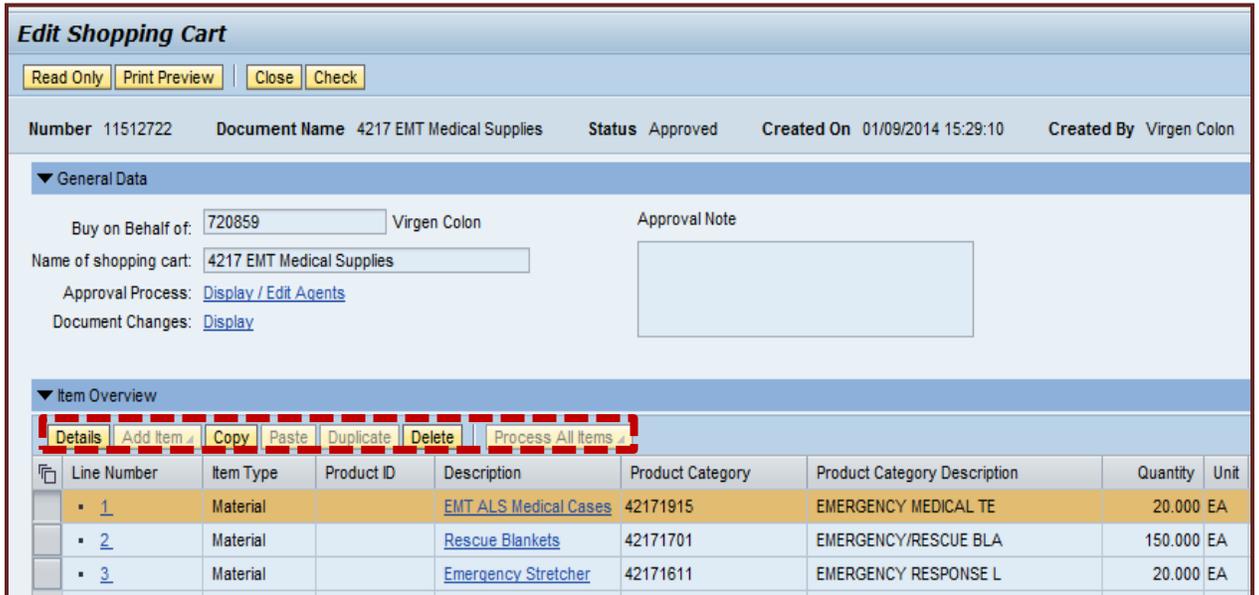
Number 11512722 Document Name 4217 EMT Medical Supplies Status Approved Created On 01/09/2014 15:29:10 Created By Virgen Colon

Item Overview

Details Add Item Copy Paste Duplicate Delete Process All Items

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit
1	Material		EMT ALS Medical Cases	42171915	EMERGENCY MEDICAL TE	20.000	EA
2	Material		Rescue Blankets	42171701	EMERGENCY/RESCUE BLA	150.000	EA
3	Material		Emergency Stretcher	42171611	EMERGENCY RESPONSE L	20.000	EA

11. Once the EDIT button is selected, the action buttons outlined in red becomes active
12. You have the option to delete line items by selecting the *Gray* box(s) beside each single or multiple line item numbers or by selecting the SELECT ALL button  to highlight all line items within the shopping cart and then select the DELETE button



Edit Shopping Cart

Read Only | Print Preview | Close | Check

Number 11512722 Document Name 4217 EMT Medical Supplies Status Approved Created On 01/09/2014 15:29:10 Created By Virgen Colon

General Data

Buy on Behalf of: 720859 Virgen Colon Approval Note

Name of shopping cart: 4217 EMT Medical Supplies

Approval Process: [Display / Edit Agents](#)

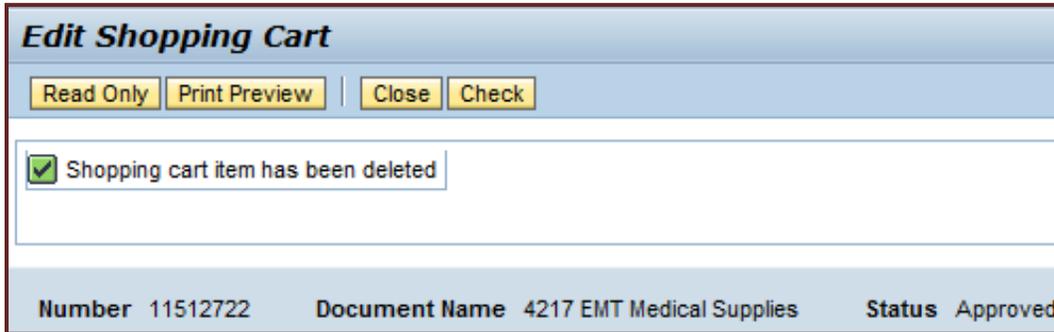
Document Changes: [Display](#)

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Process All Items

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit
1	Material		EMT ALS Medical Cases	42171915	EMERGENCY MEDICAL TE	20.000	EA
2	Material		Rescue Blankets	42171701	EMERGENCY/RESCUE BLA	150.000	EA
3	Material		Emergency Stretcher	42171611	EMERGENCY RESPONSE L	20.000	EA

13. Upon selection of a single or multiple line items, a message will display as shown below:



Edit Shopping Cart

Read Only | Print Preview | Close | Check

Shopping cart item has been deleted

Number 11512722 Document Name 4217 EMT Medical Supplies Status Approved

14. If all line items are highlighted within the shopping cart, a message box appears prompting you to confirm the Shopping Cart to be deleted by selecting the (YES, NO, or CANCEL) button as shown below:



Confirm

Really delete selected Shopping Cart?

Yes No Cancel

15. Select the YES button to confirm Shopping Cart deletion

Second Method:

Another method for deleting a Shopping Cart is:

1. From the POWL, search and select the Shopping Cart number to be deleted

The screenshot shows a software interface for managing Shopping Carts. At the top, there are tabs for "Shopping Carts" and "Team Carts". Below the tabs is a search filter section with various input fields: Shopping Cart Number (11623896), Shopping Cart Name, Item Description, Timeframe, Creation Date, Status, Role, PO Number, Product Category, Logical System (Product), Show my Team Carts (checkbox), and Smart Number. There are "Apply" and "Clear" buttons below the filters. Below the filters is a toolbar with buttons for "View: [Standard View]", "Shop", "Display", "Edit", "Delete" (highlighted in red), "Create Confirmation", "Print Preview", "Refresh", and "Export". Below the toolbar is a table with the following data:

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
11623896	4217 Medical Supplies	1		EMT ALS Medical Cases	Approved
11623896	4217 Medical Supplies	2		Rescue Blankets	Approved
11623896	4217 Medical Supplies	3		Emergency Stretcher	Approved

2. Select the Grey box to highlight the row of the desired item and select the DELETE button

3. A message box appears prompting you to confirm the Shopping Cart to be deleted by selecting the (YES, NO, or CANCEL) button

4. Select the YES button to confirm Shopping Cart deletion

Shopping Cart Number: 11623896 To []

Shopping Cart Name: []

Item Description: []

Timeframe: []

Creation Date: [] To []

Status: []

Role: []

PO Number: []

Product Category: []

Logical System (Product): []

Show my Team Carts:

Smart Number: []

Apply Clear

View: [Standard View] | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
11623896	4217 Medical Supplies	1		EMT ALS Medical Cases	Approved
11623896	4217 Medical Supplies	2		Rescue Blankets	Approved
11623896	4217 Medical Supplies	3		Emergency Stretcher	Approved

5. A message displays confirming Shopping Cart number xxxxxxxx was successfully deleted

Shopping cart 0011512720 was successfully deleted

Shopping Cart Number: 11623896 To []

Shopping Cart Name: []

Item Description: []

Timeframe: []

Creation Date: [] To []

Status: []

Role: []

PO Number: []

Product Category: []

Logical System (Product): []

Show my Team Carts:

Smart Number: []

Apply Clear

View: [Standard View] | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
11623896	4217 Medical Supplies	1		EMT ALS Medical Cases	Approved
11623896	4217 Medical Supplies	2		Rescue Blankets	Approved
11623896	4217 Medical Supplies	3		Emergency Stretcher	Approved

End.