

What is it?

If you need to make changes to items in your Shopping Cart, some CU Marketplace suppliers require you to return to their website to modify the items directly and then resubmit the items back into the Requisition. For other suppliers, you can modify items directly in the Cart.

Modifying Items Using the Supplier's Webpage

Line items from CU Marketplace suppliers that require you to modify items in your Cart via their webpage are indicated with a yellow bar and a link to modify the items.

1. When viewing your CU Marketplace Cart, click the **Modify Items** link for the supplier and item.

SUPPLIER DETAILS							
Contract no val	lue	PO Number To Be	Assigned				
Quote number							
Staples 1-Subject Notebook FRU RED 8.5" x 11" Copy Pa Safco Indoor Trash Can w/ r	k, 8" x 10.5", Wide Ruled, 70 Sheets aper, 20 lbs., 92 Brightness, 500 Sh no Lid, Black Speckle Steel, 35 Gal	, Assorted Colors, 48 Note eets/Ream (TR56957) . (9677NC)	ebooks/Carton (27497CT)				
Itom		Catalog No.	Sizo/Pockoging	Unit Prico	Quantity	Ext Drico	
Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
Item Staples 1-Subject Notel Sheets, Assorted Colors	book, 8° x 10.5°, Wide Ruled, 70 s, 48 Notebooks/Carton (27497C	Catalog No. 2072481 T)	Size/Packaging CT	Unit Price 79.99	Quantity Qty: 1 CT	Ext. Price 79.99	[
Item Staples 1-Subject Notel Sheets, Assorted Colors	book, 8° x 10.5°, Wide Ruled, 70 s, 48 Notebooks/Carton (27497C	Catalog No. 2072481 T)	Size/Packaging CT	Unit Price 79.99	Quantity Qty: 1 CT	Ext. Price 79.99	[
Item Staples 1-Subject Notel Sheets, Assorted Colors TIEM DETAILS Manufacturer ST Name	book, 8" x 10.5", Wide Ruled, 70 s, 48 Notebooks/Carton (27497C TAPLES BRANDS GROUP	Catalog No. 2072481 T) Contract:	Size/Packaging CT	Unit Price 79.99	Quantity Qty: 1 CT	Ext. Price 79.99	[
Item Staples 1-Subject Notel Sheets, Assorted Colors A ITEM DETAILS Manufacturer ST Name Manufacturer 27	book, 8° x 10.5°, Wide Ruled, 70 s, 48 Notebooks/Carton (27497C rAPLES BRANDS GROUP '497CT	Catalog No. 2072481 T) Contract: Category Code	Size/Packaging CT	Unit Price 79.99	Quantity Qty: 1 CT	Ext. Price 79.99	
Item Staples 1-Subject Notel Sheets, Assorted Colors ITEM DETAILS Manufacturer ST Name Manufacturer 27 Part Number	book, 8° x 10.5°, Wide Ruled, 70 s, 48 Notebooks/Carton (27497C TAPLES BRANDS GROUP 1497CT	Catalog No. 2072481 T) Contract: Category Code 41100000 - Supplie	Size/Packaging CT es Commodity 🗸	Unit Price 79.99	Quantity Qty: 1 CT	Ext. Price 79.99	
Item Staples 1-Subject Notel Sheets, Assorted Color: TEM DETAILS Manufacturer ST Name Manufacturer 27 Part Number Supplier Part Auxiliar	book, 8° x 10.5°, Wide Ruled, 70 s, 48 Notebooks/Carton (27497C TAPLES BRANDS GROUP 7497CT y ID	Catalog No. 2072481 T) Contract: Category Code 41100000 - Supplie	Size/Packaging CT es Commodity 🛩	Unit Price 79.99	Quantity Qty: 1 CT	Ext. Price 79.99	[

Your cart on the supplier's webpage appears.

ectSite PunchOut			Cancel Pu
Business Advantage	Search	٩	inat List
eview & Check	kout	[m]	Print to pdf
Order Summary Items (3)	\$407.91	Delivery to: <u>Tenafly, NJ 07670</u> Submit Order	
Iotai	Ş407.91		
3 items in cart			
Delivery	Safco Indoor Trash Can w/ no Lid. Black Speckle Steel. 35	Gal. Ü Re	move
	(<u>987774C)</u> Item #: 607741 MFR #: 9677NC Delivery by Tuesday, Jun 06, 2023	1 × \$318.79 LEA \$31	.8.79

2. You can increase or decrease the number of items, remove items, or add additional items. Adjust the Cart contents as desired.

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COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK
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3. Submit the modified order. Your Marketplace Shopping Cart appears with your changes.

SUPPLIER	DETAILS		
Contract	no value	P0 Number	To Be Assigned
Quote number			

Modifying Items Directly within the Cart

For CU Marketplace suppliers that allow you to modify directly in the Requisition, items to be removed can be selected in the Cart. To add items, you can continue to shop using the link to the supplier's webpage from the dashboard.

3 Items						Subtotal *
8&H FOTO & ELECTRONICS CORP · 3 Items · 545.73 USD						Remove Selected Items Remove All Items
SUPPLIER DETAILS Ordering-1 : DBA 8 8 amp; H PHOTO VIDEO, 420 97H PO Number To Be Assigned	Quote number					Move to Another Cart 22 Add to Draft Cart or Pending PR/PO 23 Change Commodity Code
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	Requires Sourcing
PowerShot ELPH 360 HS Digital Camera Black CAPSE360B	CAPSE360B	EA	322.23	Qty: 1 EA	322.23	Remove Requires Sourcing
∧ ITEM DETAILS ♦						
Manufacturer Name Canon	Contract:					
Manufacturer Part Number 1075C001	Category Code Z1	1000000 Q				
Supplier Part Auxiliary ID 1544717	Busin	tess Services- Other				
more info						
2 Video Dr Bag 30 ARCSD30B	ARCSD30B	EA	111.75	Qty: 2 EA	223.50	
∧ ITEM DETAILS ♦						
Manufacturer Name Arco	Contract:					
Manufacturer Part Number CS-D308	Category Code Z1	1000000 Q				
Supplier Part Auxiliary ID 1544717	Busin	tess Services- Other				

- 1. Click the **Checkbox** on the right for the item(s) you want to remove from your Cart.
- 2. Click the Action dropdown at the top of the Line and select the desired action. You can Remove Selected Items, Remove All Items, or select the item to Move to Another Cart.

Where do I get help?

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now https://columbia.service-now.com