



## CU Marketplace Tip: How to modify items in your Cart

### 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.

**Staples · 3 Items · 407.91 USD**

^ SUPPLIER DETAILS

Contract *no value* PO Number To Be Assigned

Quote number

Need to make changes? **MODIFY ITEMS** | **VIEW ITEMS** Item(s) was retrieved on: 5/26/2023 9:48:04 AM

- Staples 1-Subject Notebook, 8" x 10.5", Wide Ruled, 70 Sheets, Assorted Colors, 48 Notebooks/Carton (27497CT)
- TRU RED 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream (TR56957)
- Safco Indoor Trash Can w/ no Lid, Black Speckle Steel, 35 Gal. (9677NC)

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Staples 1-Subject Notebook, 8" x 10.5", Wide Ruled, 70 Sheets, Assorted Colors, 48 Notebooks/Carton (27497CT)	2072481	CT	79.99	Qty: 1 CT	79.99	... <input type="checkbox"/>

^ ITEM DETAILS

Manufacturer Name: STAPLES BRANDS GROUP Contract:

Manufacturer Part Number: 27497CT Category Code: 41100000 - Supplies Commodity

Supplier Part Auxiliary ID

more info...

2 TRU RED 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500	135855	RM	9.13	Qty: 1 RM	9.13	... <input type="checkbox"/>
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Your cart on the supplier's webpage appears.

SelectSite PunchOut Cancel PunchOut

Business Advantage Search Chat Lists

Review & Checkout Print to pdf

Order Summary

Items (3) \$407.91 Delivery to: Tenafly, NJ 07670

Total \$407.91 Submit Order

3 items in cart

Delivery

Safco Indoor Trash Can w/ no Lid, Black Speckle Steel, 35 Gal. (9677NC)  
Item #: 607741 | MFR #: 9677NC  
Delivery by Tuesday, Jun 06, 2023

1  \$318.79 1/EA **\$318.79** Remove

TRU RED 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Remove

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

3. **Submit** the modified order. Your Marketplace Shopping Cart appears with your changes.

**Staples · 2 Items · 89.12 USD**

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^ SUPPLIER DETAILS

Contract *no value* PO Number **To Be Assigned**

Quote number

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 5/31/2023 9:18:29 AM

- Staples 1-Subject Notebook, 8" x 10.5", Wide Ruled, 70 Sheets, Assorted Colors, 48 Notebooks/Carton (27497CT)
- TRU RED 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream (TR56957)

## 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.

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>