



Edit a Shopping Cart Work Instruction Transaction Code(s):

Procedure

1. Start the transaction using the menu path or transaction code.

Work Center Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer

Procurement Work Center Detail
The Procurement Work Center is your central place for accessing the Procurement transactions. Additionally, it contains links to helpful utilities and personalization features.

Requisitioning
Create Documents
[Shopping Cart](#)
[Shopping Cart Template](#)
Central Functions
[Rejected Shopping Cards](#)

Survey Management
Create Documents
[Survey](#)
[Survey Package](#)
[Questionnaire](#)
Central Functions
[Who Rates Whom](#)
[Change Questionnaire](#)

Survey Reviewer

Purchasing
Create Documents
[Purchase Order](#)
[Shopping Cart](#)

Workload Redistribution
[Workload Redistribution](#)

Contract Management
Create Documents
[Contract](#)

Strategic Sourcing
Create Documents
[RFx](#)
[Bid Tabulation Report](#)

Workflow
Workflow is a tool to help automate complex business processes where more than one user is involved.
[Universal Worklist](#)
The Universal Worklist is a tool that allows you to manage tasks from multiple sources. You can manage your tasks, receive alerts and handle notifications.

Utilities
All utility functions can be found here for Procurement.
[Advanced Search](#)
Search for existing shopping carts and other documents.
[View Asset Validation Table](#)
Display all the current asset validations available.

2. Click 

Purchasing - State of Mississippi - MAGIC Portal - Windows Internet Explorer

Active Queries
Shopping Carts **All (66)** [Saved \(0\)](#) [Awaiting Approval \(0\)](#)

Shopping Carts - All
[Show Quick Criteria Maintenance](#) [Change Query](#) [Define New Query](#) [Pars](#)

Shopping Cart Number	Item Number	Shopping Cart Name	Item Name	Created On	Net Value	Currency	Item Status	Req. Type	Oversea
1000001334	2	Split Account Assignments	Cleaning Supplies	01/20/2014 17:06:16	1,000.00	USD	In Purchaser's Worklist		
1000001332	1	Copy Existing Shopping Cart	Floor Cleaning Solutions	01/20/2014 16:19:17	1,000.00	USD	In Purchaser's Worklist		
1000001332	2	Copy Existing Shopping Cart	Floor buffers	01/20/2014 16:19:19	750.00	USD	In Purchaser's Worklist		
1000001331	1	Copy Shopping Cart	Filing Cabinets	01/20/2014 16:16:16	0.00	USD	In Purchaser's Worklist		
1000001330	1	Internal Goods/Services Shopping Cart	MEATBALLS	01/20/2014 15:35:58	0.00	USD	In Purchaser's Worklist		
1000001325	1	Filing Cabinets for Main Office	Filing Cabinet	01/20/2014 18:26:08	1,000.00	USD	Saved		
1000001323	1	Filing Cabinet	Filing Cabinets	01/20/2014 12:58:01	0.00	USD	In Purchaser's Worklist		
1000001318	1	Free Description Shopping Cart	Floor Cleaner	01/16/2014 20:37:11	200.00	USD	In Purchaser's Worklist		
1000001317	1	Office Depot Paper Order	Office Depot(R) Brand EnviroCopy(R) Pape	01/16/2014 13:32:19	223.96	USD	In Purchaser's Worklist		
1000001316	1	Office Depot Paper Order	Office Depot(R) Brand EnviroCopy(R) Pape	01/16/2014 13:27:08	223.96	USD	In Purchaser's Worklist		

Last Refresh: 01/20/2014 06:06:27 pm CST Refr:

3. Click 



Edit a Shopping Cart Work Instruction

Transaction Code(s):

Active Queries

Shopping Cart Number	Item Number	Shopping Cart Name	Item Name	Created On	Net Value	Currency	Item Status	Req. Type	Oversight
1000001325	1	Filing Cabinets for Main Office	Filing Cabinet	01/20/2014 18:26:08	1,000.00	USD	Saved		
1000001334	2	Split Account Assignments	Cleaning Supplies	01/20/2014 17:06:16	1,000.00	USD	In Purchaser's Worklist		
1000001332	1	Copy Existing Shopping Cart	Floor Cleaning Solutions	01/20/2014 16:19:17	1,000.00	USD	In Purchaser's Worklist		
1000001332	2	Copy Existing Shopping Cart	Floor buffers	01/20/2014 16:19:19	750.00	USD	In Purchaser's Worklist		
1000001331	1	Copy Shopping Cart	Filing Cabinets	01/20/2014 16:18:16	0.00	USD	In Purchaser's Worklist		
1000001330	1	Internal Goods/Services Shopping Cart	MEATBALLS	01/20/2014 15:35:56	0.00	USD	In Purchaser's Worklist		
1000001309	1	Food Order	MILK	01/20/2014 15:12:52	0.00	USD	In Purchaser's Worklist		
1000001308	1	SB052213 01/20/2014 15:07	MEATBALLS	01/20/2014 15:09:17	0.00	USD	In Purchaser's Worklist		
1000001307	1	Limit Item SC	Auto Repair Parts	01/20/2014 14:12:05	500.00	USD	In Purchaser's Worklist		
1000001306	1	Limit Item Shopping Cart	Auto Repair Parts	01/20/2014 13:50:31	500.00	USD	In Purchaser's Worklist		

Last Refresh: 01/20/2014 06:27:09 pm CST Refresh

4. Click  to select a shopping cart.



We will select a shopping cart in the Saved status to complete for order.

5. Click .

Edit Shopping Cart: 1000001325

Details for item 1 Filing Cabinet

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview Related Documents User-Specified Status Subcon

Identification

Item Type: Material

Product ID:

Description: Filing Cabinet

Product Category: 00505 Abrasives Eq & Tools

Order as Direct Material:

Subcontracting:

Company Code: SOMS State of Mississippi

Supplier Product Number: 00505

Organization

Purchasing Group: DFA GEN PURCH Show Members

Currency, Values and Pricing

Order Quantity / Unit: 5 EA each

Ordered Quantity / Unit: 0.000

Open Quantity / Unit: 5 EA

Price / Currency: 200.00 USD Price Unit: 1

Not to Exceed Price:

Delivery Priority: 01

Not Separately Priced:

Invoice Receipt:

Goods Receipt Non-Valuated:

Goods Receipt:

Service and Delivery

Service Master Record: Display

Delivery Date: 01/20/2014

Location / Plant: 18 MS DEPT FINANCE & ADMINISTRATION

Storage Location: 1000 DFA Wildlife Bld

Incoterm Key/ Location:

Goods Recipient: 45584 Sherry Bennight

Item Image

Distributor/Fulfillment:

Order Close Read Only Print Preview Save Check Park Delete System Information Create Memory Snapshot

6. As required, complete/review the following fields:

Field	R/O/C	Description
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Edit a Shopping Cart Work Instruction

Transaction Code(s):

Field	R/O/C	Description
Order Quantity / Unit:	Required	Example: 4

- Click to view the calendar.
- Click ³¹.
- Click Account Assignment tab **Account Assignment**

Edit Shopping Cart:1000001325

Default Settings: [Set Values](#) Approval Note:

Header Data: [Values](#)

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

Budget: [Display](#)

Records Management: [Display](#)

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	Net Price / Limit	Net Value	Currency	Per	Order Type	Delivery Date	Option Type	Notes	Attachments	Account As
* 1	Material	Filing Cabinet	00505	Abrasives Eq & Tools		4	EA	200.00	800.00	USD	1		01/31/2014				Cost Center
*	Undefined Item Type		00505	Abrasives Eq & Tools		1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type		00505	Abrasives Eq & Tools		1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type		00505	Abrasives Eq & Tools		1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type		00505	Abrasives Eq & Tools		1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type		00505	Abrasives Eq & Tools		1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type		00505	Abrasives Eq & Tools		1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type		00505	Abrasives Eq & Tools		1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type		00505	Abrasives Eq & Tools		1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type		00505	Abrasives Eq & Tools		1.000		0.00	0.00	USD	1		01/20/2014				

4 Details for Item 1 Filing Cabinet

[Item Data](#) [Account Assignment](#) [Notes and Attachments](#) [Delivery Address/Performance Location](#) [Sources of Supply / Service Agents](#) [Approval Process Overview](#) [Related Documents](#) [User-Specified Status](#) [Subco](#)

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution [Percentage](#) [Details](#) [Add Line](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Split Distribution](#) [Change All Items](#)

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business Area
0001		100.00	Cost Center	11300000021	Reserve	62015000	Bldg & Construct Mat	1130

[Order](#) [Close](#) [Read Only](#) [Print Preview](#) [Save](#) [Check](#) [Park](#) [Delete](#) [System Information](#) [Create Memory Snapshot](#)

- Click **Details**.
- As required, complete/review the following fields:

Field	R/O/C	Description
Cost Center:	Required	Example: 1130000011
In this step we will change the Cost Center assignment.		



Order **Close** **Read Only** **Print Preview** **Save** **Check** **Park** **Delete** **System Information** **Create Memory Snapshot**

General Data

Buy on Behalf of:

Name of shopping cart: Approval Note:

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Budget: [Display](#)

Records Management: [Display](#)

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	Net Price / Limit	Net Value	Currency	Per	Order Type	Delivery Date	Option Type	Note
* 1.	Material		Filing Cabinet	00505	Abrasives Eq & Tools	4	EA	200.00	800.00 USD	USD	1		01/31/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00 USD	USD	1		01/29/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00 USD	USD	1		01/29/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00 USD	USD	1		01/29/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00 USD	USD	1		01/29/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00 USD	USD	1		01/29/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00 USD	USD	1		01/29/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00 USD	USD	1		01/29/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00 USD	USD	1		01/29/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00 USD	USD	1		01/29/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00 USD	USD	1		01/29/2014		0

12. Click **Check**.
13. Click **Order**.

Line 2: Delivery can take place on 01/25/2014, change to delivery date is possible

Shopping cart "Filing Cabinets for Main Office" with number 1000001325 ordered successfully

[Edit](#) [Close](#) [Print Preview](#) [Show my Tasks](#) [Create New Shopping Cart](#) [Refresh](#) [Copy](#) [System Information](#) [Create Memory Snapshot](#)

▼ General Data

Buy on Behalf of:

Name of shopping cart:

Header Data: [Values](#)

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

Budget: [Display](#)

Records Management: [Display](#)

Document Changes: [Display](#)

Approval Note

▼ 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	Net Price / Limit	Net Value	Currency	Per	Order Type	Delivery Date	Option Type	Notes	Attch
1	Material	Filing Cabinet		00505	Abrasives Eq & Tools	4	EA	200.00	800.00	USD	1		01/31/2014		0	0

▼ Details for item 2 Office Depot(R) Brand EnviroCopy(R) Paper

[Item Data](#) [Account Assignment](#) [Notes and Attachments](#) [Delivery Address/Performance Location](#) [Sources of Supply / Service Agents](#) [Approval Process Overview](#) [Related Documents](#) [User-Specified Status](#) [Subco](#)

14. Click **Close**.

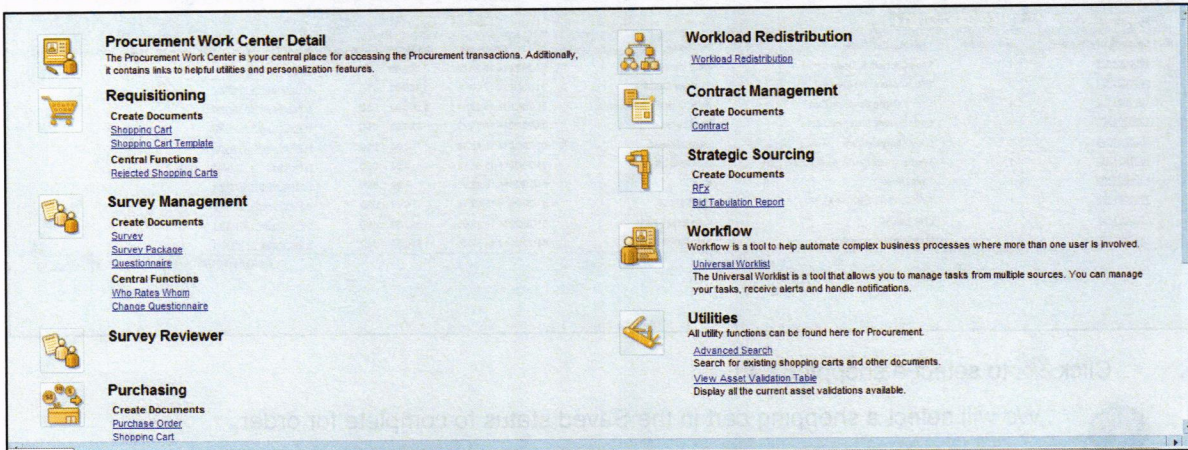


Edit a Shopping Cart Work Instruction Transaction Code(s):

Procedure

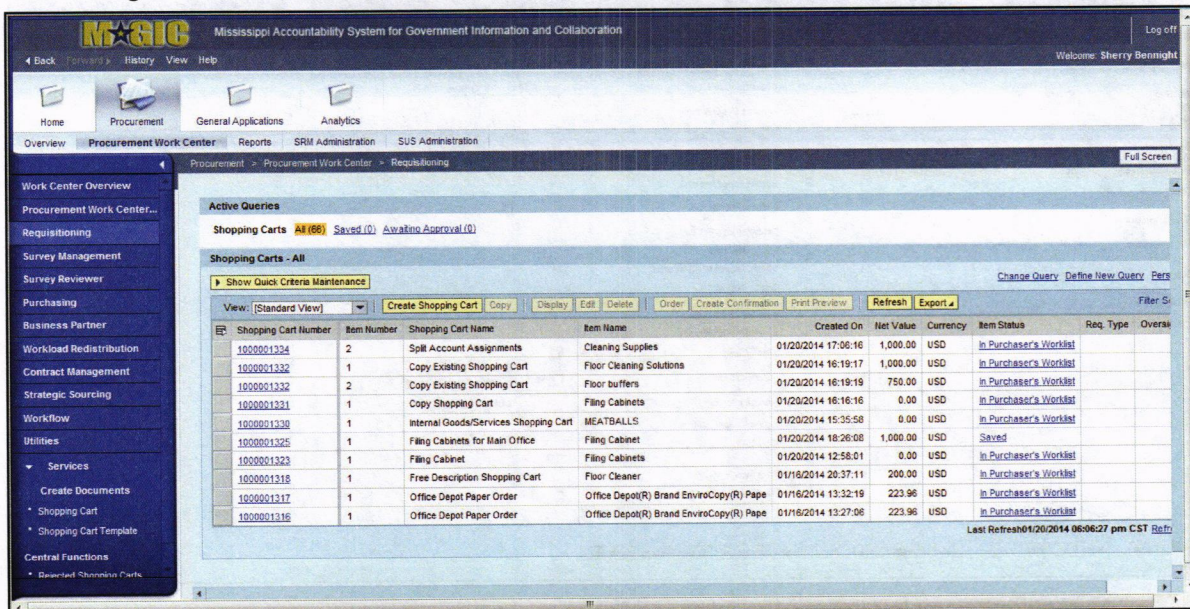
1. Start the transaction using the menu path or transaction code.

Work Center Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer



2. Click 

Purchasing - State of Mississippi - MAGIC Portal - Windows Internet Explorer



3. Click 



Edit a Shopping Cart Work Instruction

Transaction Code(s):

Active Queries

Active Queries										
Shopping Carts All (66) Saved (0) Awaiting Approval (0)										
Shopping Carts - All										
Show Quick Criteria Maintenance										
View: Standard View Create Shopping Cart Copy Display Edit Delete Order Create Confirmation Print Preview Refresh Export Filter Settings										
☒	Shopping Cart Number	Item Number	Shopping Cart Name	Item Name	Created On	Net Value	Currency	Item Status	Req. Type	Overnight
☒	1000001325	1	Filing Cabinets for Main Office	Filing Cabinet	01/20/2014 18:26:08	1,000.00	USD	Saved		
☒	1000001334	2	Split Account Assignments	Cleaning Supplies	01/20/2014 17:06:16	1,000.00	USD	In Purchaser's Worklist		
☒	1000001332	1	Copy Existing Shopping Cart	Floor Cleaning Solutions	01/20/2014 16:19:17	1,000.00	USD	In Purchaser's Worklist		
☒	1000001332	2	Copy Existing Shopping Cart	Floor buffers	01/20/2014 16:19:19	750.00	USD	In Purchaser's Worklist		
☒	1000001331	1	Copy Shopping Cart	Filing Cabinets	01/20/2014 16:18:16	0.00	USD	In Purchaser's Worklist		
☒	1000001330	1	Internal Goods/Services Shopping Cart	MEATBALLS	01/20/2014 15:35:58	0.00	USD	In Purchaser's Worklist		
☒	1000001309	1	Food Order	MILK	01/20/2014 15:12:52	0.00	USD	In Purchaser's Worklist		
☒	1000001308	1	SB052213 01/20/2014 15:07	MEATBALLS	01/20/2014 15:09:17	0.00	USD	In Purchaser's Worklist		
☒	1000001307	1	Limit Item SC	Auto Repair Parts	01/20/2014 14:12:05	500.00	USD	In Purchaser's Worklist		
☒	1000001306	1	Limit Item Shopping Cart	Auto Repair Parts	01/20/2014 13:50:31	500.00	USD	In Purchaser's Worklist		
Last Refresh 01/20/2014 06:27:09 pm CST Refresh										

4. Click  to select a shopping cart.



We will select a shopping cart in the Saved status to complete for order.

5. Click [Edit](#).

Edit Shopping Cart:1000001325

Details for Item 1 Filing Cabinet	
Item Data	Account Assignment
Identification	Currency, Values and Pricing
Item Type: Material	Order Quantity / Unit: 5 EA ☒ each
Product ID:	Ordered Quantity / Unit: 0.000
Description: ☒ Filing Cabinet	Open Quantity / Unit: 5 EA
Product Category: 00505 Abrasive Eqs & Tools	Price / Currency: 200.00 USD ☒ Price Unit: 1
Order as Direct Material: ☐	Not to Exceed Price: ☐
Subcontracting: ☐	Delivery Priority: 01
Company Code: SOMS ☒ State of Mississippi	Not Separately Priced: ☐
Supplier Product Number: 00505	Invoice Receipt: ☐
Organization	Goods Receipt Non-Valuated: ☐
Purchasing Group: DFA GEN PURCH Show Members	Goods Receipt: ☐
	Service and Delivery
	Service Master Record: Display
	Delivery Date: 01/20/2014
	Location / Plant: 18 ☒ MS DEPT FINANCE & ADMINISTRATION
	Storage Location: 1000 ☒ DFA Wildlife Bld
	Incoterms Key/ Location: 1
	Goods Recipient: 45584 ☒ Sherry Benning
	Item Image
	Distributor/Fulfillment:
Order Close Read Only Print Preview Save Check Park Delete System Information Create Memory Snapshot	

6. As required, complete/review the following fields:

Field	R/O/C	Description
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Edit a Shopping Cart Work Instruction Transaction Code(s):

Field	R/O/C	Description
Order Quantity / Unit:	Required	Example: 4

7. Click to view the calendar.
8. Click ³¹.
9. Click Account Assignment tab **Account Assignment**.

Edit Shopping Cart:1000001325

Default Settings: [Set Values](#) Approval Note:

Header Data: [Values](#)

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

Budget: [Display](#)

Records Management: [Display](#)

Document Changes: [Display](#)

Item Overview

[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Process All Items](#)

Line Number	Item Type	Product ID	Description	Product Category	Quantity	Unit	Net Price / Limit	Net Value	Currency	Per	Order Type	Delivery Date	Option Type	Notes	Attachments	Account As
1	Material	Filing Cabinet		00505	4	EA	200.00	800.00	USD	1		01/01/2014				Cost Center
*	Undefined Item Type			00505	1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type			00505	1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type			00505	1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type			00505	1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type			00505	1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type			00505	1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type			00505	1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type			00505	1.000		0.00	0.00	USD	1		01/20/2014				
*	Undefined Item Type			00505	1.000		0.00	0.00	USD	1		01/20/2014				

Details for Item 1 Filing Cabinet

[Item Data](#) [Account Assignment](#) [Notes and Attachments](#) [Delivery Address/Performance Location](#) [Sources of Supply / Service Agents](#) [Approval Process Overview](#) [Related Documents](#) [User-Specified Status](#) [Subco](#)

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution [Percentage](#) [Details](#) [Add Line](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Split Distribution](#) [Change All Items](#)

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business Area
0001		100.00	Cost Center	1130000021	Reserve	62015000	Bldg & Construct Mat	1130

[Order](#) [Close](#) [Read Only](#) [Print Preview](#) [Save](#) [Check](#) [Park](#) [Delete](#) [System Information](#) [Create Memory Snapshot](#)

10. Click **Details**.
11. As required, complete/review the following fields:

Field	R/O/C	Description
Cost Center:	Required	Example: 1130000011

In this step we will change the Cost Center assignment.



Edit a Shopping Cart Work Instruction

Transaction Code(s):

Edit Shopping Cart:1000001325

Line 2: Warning: Item 000000002: Delivery date 01/20/2014 is not a working day.

Order Close Read Only Print Preview Save Check Park Delete System Information Create Memory Snapshot

General Data

Buy on Behalf of: Sherry Bennight

Name of shopping cart: Filing Cabinets for Main Office

Default Settings: Set Values

Header Data: Values

Approval Process: Display / Edit Agents

Budget: Display

Records Management: Display

Document Changes: Display

Approval Note

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	Net Price / Limit	Net Value	Currency	Per	Order Type	Delivery Date	Option Type	Note
1	Material		Filing Cabinet	00505	Abrasives Eq & Tools	4	EA	200.00	800.00	USD	1		01/31/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00	USD	1		01/20/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00	USD	1		01/20/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00	USD	1		01/20/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00	USD	1		01/20/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00	USD	1		01/20/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00	USD	1		01/20/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00	USD	1		01/20/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00	USD	1		01/20/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00	USD	1		01/20/2014		0
*	Undefined Item Type			00505	Abrasives Eq & Tools	1.000		0.00	0.00	USD	1		01/20/2014		0

Details for item 2 Office Depot(R) Brand EnviroCopy(R) Paper

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview Related Documents User-Specified Status Subco

12. Click **Check**.

13. Click **Order**.

Display Document::1000001325

Line 2: Delivery can take place on 01/25/2014; change to delivery date is possible

Shopping cart "Filing Cabinets for Main Office" with number 1000001325 ordered successfully

Edit Close Print Preview Show my Tasks Create New Shopping Cart Refresh Copy System Information Create Memory Snapshot

General Data

Buy on Behalf of: Sherry Bennight

Name of shopping cart: Filing Cabinets for Main Office

Header Data: Values

Approval Process: Display / Edit Agents

Budget: Display

Records Management: Display

Document Changes: Display

Approval Note

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	Net Price / Limit	Net Value	Currency	Per	Order Type	Delivery Date	Option Type	Notes	Attach
1	Material		Filing Cabinet	00505	Abrasives Eq & Tools	4	EA	200.00	800.00	USD	1		01/31/2014		0	0

Details for item 2 Office Depot(R) Brand EnviroCopy(R) Paper

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview Related Documents User-Specified Status Subco

14. Click **Close**.