Procedure

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

2. Click

3. Click
4. Click to select a shopping cart.

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

5. Click Edit.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
</table>

Published on 11/21/2014
### Edit a Shopping Cart

**Work Instruction**

**Transaction Code(s):**

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Quantity / Unit:</td>
<td>Required</td>
<td>Example: 4</td>
</tr>
</tbody>
</table>

7. Click ☐ to view the calendar.

8. Click 31.

9. Click Account Assignment tab.

### Edit Shopping Cart: 1000001325

<table>
<thead>
<tr>
<th>Material</th>
<th>Item Type</th>
<th>Description</th>
<th>Product Category</th>
<th>Product Category Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Net Price/Unit</th>
<th>Net Value</th>
<th>Currency</th>
<th>Per</th>
<th>Order Type</th>
<th>Delivery Date</th>
<th>Option Type</th>
<th>Status</th>
<th>Attachments</th>
<th>Account Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>00005</td>
<td></td>
<td></td>
<td>Abrasives</td>
<td>4 1/2</td>
<td>1,000</td>
<td>C</td>
<td>1,000.00</td>
<td>0.00</td>
<td>$0.00</td>
<td>1</td>
<td>8/30/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>106.30 Cost Center</td>
</tr>
</tbody>
</table>

10. Click Details.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center:</td>
<td>Required</td>
<td>Example: 1130000011</td>
</tr>
</tbody>
</table>

In this step we will change the Cost Center assignment.
12. Click **Check**.

13. Click **Order**.

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
Active Queries

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

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

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Edit a Shopping Cart
Work Instruction
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<tbody>
<tr>
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<td></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> 4</td>
</tr>
</tbody>
</table>

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

Edit Shopping Cart: 1000001325

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

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<tbody>
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</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> 1130000011</td>
</tr>
</tbody>
</table>

In this step we will change the Cost Center assignment.
12. Click **Check**.

13. Click **Order**.

14. Click **Close**.