

How To Edit A Cart that has 2 Orders/Items You Want Split into Different Carts.



1

Navigate to <https://app01.jaggaer.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1738052822382>

2

Click "1,023.00 USD"

The screenshot displays the 'Shopper Requester Dashboard' interface. At the top right, a shopping cart icon shows a total of '1,023.00 USD'. Below the navigation bar, the 'Shop' section is active, featuring a search bar and tabs for 'Simple' and 'Advanced'. A 'Quick Links' sidebar on the left includes options like 'Create New Receipt...', 'Request A Contract', 'My Contract Requests', and 'View Carts'. A red 'MSU Message Board' banner is visible, along with a 'Guided Buying' section providing instructions on how to use the shop widget and find suppliers. The 'Showcases' section at the bottom right includes a 'Direct Pay' option.

3 Click "Checkout"

The screenshot shows the 'Shopper Requester Dashboard' for Mississippi State University. At the top right, there is a 'My Cart (2025-01-22 SGC64 02)' widget. It contains two items: 'product' (Quantity: 2, Price: 900.00 USD) and '123' (Quantity: 1, Price: 123.00 USD). A red circle highlights the 'Checkout' button in this widget. The total value of the cart is 1,023.00 USD. Other elements include a search bar, navigation tabs for 'Contracts Dashboard', 'Purchasing Dashboard', and 'Shopper Requester Dashboard', a 'Quick Links' sidebar, an 'MSU Message Board', and a 'Guided Buying' section.

4 Click this button.

The screenshot shows the 'Requisition 196890199' page. At the top right, there is a 'Requisition Actions' menu with a red circle highlighting the 'Assign Cart' button. The page is divided into several sections: 'General', 'Shipping', 'Billing', and 'Summary'. The 'General' section includes fields for Department, Cart Name, Description, Priority, Prepared by, Prepared for, Work Order, Phase, Process as Contract, and Separate Check. The 'Shipping' section includes 'Ship To' information and 'Delivery Options'. The 'Billing' section includes 'Bill To' information, 'Credit Card Info', and 'Billing Options'. The 'Summary' section shows a 'Draft' status, a list of required fields (Fund, Organization, Account, Program, Fund Type), a total of 1,023.00 USD, and a 'Next Step' of 'Fund Approval 1' with a list of approvers.

5 Click "Copy to New Cart"

MISSISSIPPI STATE UNIVERSITY

All Search (Alt+Q) 1,023.00 USD

Requisition • 196890199

Assign Cart Place Order

Summary

General Shipping Billing

Department Procurement & Contracts (1) Ship To Attn: Sasha Cole
245 Barr Avenue
610 McArthur Hall
Mail Stop 9718
Mississippi State, MS 39762
United States

Cart Name 2025-01-28 SGC64 02

Description no value

Priority Normal

Prepared by Sasha Cole

Prepared for Sasha Cole

Work Order no value

Phase no value

Process as Contract X

Separate Check M

Bill To Accounts Payable
PO Box 5307
Mississippi State, MS 39762
United States

Credit Card Info No credit card has been assigned.

Billing Options Accounting no value
Date

Delivery Options Expedite X
Ship Via Best Carrier-Best Way
Requested Delivery Date no value

Total (1,023.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 1,023.00
1,023.00

What's next for my order?

Next Step Fund Approval 1

Approvers Harwell, Hunter
Lu, Shien
Musser, Fred
Vaughan, Sharon

Return to Cart
Copy to New Cart
Add Comment
Continue Shopping
View Carts
View Cart return message(s)
See configuration for this requisition

6 Click "1,023.00 USD"

MISSISSIPPI STATE UNIVERSITY

All Search (Alt+Q) 1,023.00 USD

Shopping Cart • 196890301

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, vendors, forms, part number, etc.

3 Items Select All

Adams County 4-H • 3 Items • 1,023.00 USD

VENDOR DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	123	EA	123.00	1 EA	123.00
2	product	EA	450.00	2 EA	900.00

ITEM DETAILS

Total (1,023.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total: 1,023.00

1,023.00 USD
Shopping Cart 1,023.00 USD
Assign Cart Proceed To Checkout

7 Click "Shop"

The screenshot shows the Mississippi State University procurement system interface. The left sidebar contains a navigation menu with the following items: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The 'Shop' item is highlighted with a red circle. The main content area displays a search bar with the text '96890301' and a search button. Below the search bar, there is a table with columns: Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. The table contains two rows of data:

Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	EA	123.00	1 EA	123.00
	EA	450.00	2 EA	900.00

Below the table, there are two 'ITEM DETAILS' sections, each with a product image and a description. On the right side of the screen, there is a 'Summary' section with a 'Details' sub-section. The 'Summary' section shows a 'Total (1,023.00 USD)' and a note: 'Shipping, Handling, and Tax c and charged by each vendor. are for estimation purposes, I workflow approvals. Total:'. There is also an 'Assign Cart' button and a 'Print' icon in the top right corner.

8 Click "View Carts"

The screenshot shows the Mississippi State University procurement system interface. The left sidebar contains a navigation menu with the following items: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The 'Shop' item is highlighted with a red circle. The main content area displays a search bar with the text '96890301' and a search button. Below the search bar, there is a table with columns: Size/Packaging, Unit Price, Quantity, and Ext. Price. The table contains two rows of data:

Size/Packaging	Unit Price	Quantity	Ext. Price
EA	123.00	1 EA	123.00
EA	450.00	2 EA	900.00

Below the table, there are two 'ITEM DETAILS' sections, each with a product image and a description. On the right side of the screen, there is a 'Summary' section with a 'Details' sub-section. The 'Summary' section shows a 'Total (1,023.00 USD)' and a note: 'Shipping, Handling, and Tax c and charged by each vendor. are for estimation purposes, I workflow approvals. Total:'. There is also an 'Assign Cart' button and a 'Print' icon in the top right corner. The 'Shop' dropdown menu is open, showing options: 'Shop (Alt+P)', 'Shopping', 'My Carts and Orders', 'Admin', and 'Shopping Settings'. The 'View Carts' option is highlighted with a red circle.

9

Click "1,023.00 USD" x2

You should see 2 carts with the same amount if done correctly

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	2025-01-28 SGC64 02		1/28/2025	1,023.00 USD	View
Normal	Active 2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	View

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10

Click here.

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	2025-01-28 SGC64 02		1/28/2025	1,023.00 USD	View
Normal	Active 2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	Show menu

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11 Click "Activate"

Draft Carts Assigned Carts

Filter Draft Carts

1-9 of 9 Results 20 Per Page

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	2025-01-28 SGC64 02		1/28/2025	1,023.00 USD	View
Normal	Active 2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	View Activate Delete

1-9 of 9 Results

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12 Click "1,023.00 USD"

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All Search (Alt+Q) 1,023.00 USD Shopping Cart 1,023.00 USD Logout

Shop My Carts and Orders View Carts Draft Carts

Cart Management

Create Cart ?

Draft Carts Assigned Carts

Filter Draft Carts

1-9 of 9 Results 20 Per Page

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	Active 2025-01-28 SGC64 02		1/28/2025	1,023.00 USD	View
Normal	2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	View

1-9 of 9 Results 20 Per Page

13 Delete the order you want to remove

MISSISSIPPI STATE UNIVERSITY

Shop > My Carts and Orders > View Carts > Draft Carts

My Cart (2025-01-28 SGC64 02)

product
Quantity: 2
Price: 900.00 USD

123
Quantity: 1
Price: 123.00 USD

1,023.00 USD

20 Per Page

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	Active 2025-01-28 SGC64 02		1/28/2025	1,023.00 USD	View
Normal	2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	View

1-9 of 9 Results

20 Per Page

14 You see this cart now only has 1 order.

MISSISSIPPI STATE UNIVERSITY

Shop > My Carts and Orders > View Carts > Draft Carts

My Cart (2025-01-28 SGC64 02)

123
Quantity: 1
Price: 123.00 USD

123.00 USD

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	Active 2025-01-28 SGC64 02		1/28/2025	1,023.00 USD	View
Normal	2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	View

1-9 of 9 Results

20 Per Page

15 Click "View" Activate your other cart.

MISSISSIPPI STATE UNIVERSITY

Shop > My Carts and Orders > View Carts > Draft Carts

1,023.00 USD

Shopping Cart 1,023.00 USD

Logout

Cart Management

Create Cart ?

Draft Carts Assigned Carts

Filter Draft Carts

1-9 of 9 Results 20 Per Page

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	2025-01-28 SGC64 02		1/28/2025	123.00 USD	View
Normal	Active 2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	View

1-9 of 9 Results 20 Per Page

16 Delete your other order from this cart.

MISSISSIPPI STATE UNIVERSITY

Shop > My Carts and Orders > View Carts > Draft Carts

1,023.00 USD

Logout

Cart Management

Create Cart ?

Draft Carts Assigned Carts

Filter Draft Carts

1-9 of 9 Results 20 Per Page

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	2025-01-28 SGC64 02		1/28/2025	123.00 USD	View
Normal	Active 2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	View

1-9 of 9 Results 20 Per Page

My Cart (2025-01-28 SGC64 03)

product
Quantity: 2
Price: 900.00 USD

123
Quantity: 1
Price: 123.00 USD

1,023.00 USD

View My Cart

Checkout

Create Cart ?

17 Click "Cart Management>Create Cart?"

Draft Carts **Assigned Carts**

900.00 USD

Filter Draft Carts

1-9 of 9 Results 20 Per Page

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	2025-01-28 SGC64 02		1/28/2025	123.00 USD	View
Normal	Active 2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	View

1-9 of 9 Results 20 Per Page



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18 Click "900.00 USD"

MISSISSIPPI STATE UNIVERSITY

All Search (Alt+Q) 900.00 USD **Shopping Cart 1,023.00 USD** Logout

Shop My Carts and Orders View Carts Draft Carts **Create Cart ?**

Cart Management

Draft Carts **Assigned Carts**

Filter Draft Carts

1-9 of 9 Results 20 Per Page

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	2025-01-28 SGC64 02		1/28/2025	123.00 USD	View
Normal	Active 2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	View

1-9 of 9 Results 20 Per Page

19 Click "View My Cart" or "Checkout" and proceed with your orders.

MISSISSIPPI STATE UNIVERSITY

All Search (Alt+Q) 900.00 USD Logout

Shop > My Carts and Orders > View Carts > Draft Carts

My Cart (2025-01-28 SGC64 03)

product	Quantity: 2	Price: 900.00 USD	View My Cart	Create Cart ?
			Checkout	
			900.00 USD	

Cart Management

Draft Carts Assigned Carts

Filter Draft Carts

1-9 of 9 Results 20 Per Page

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	2025-01-28 SGC64 02		1/28/2025	123.00 USD	View
Normal	Active 2025-01-28 SGC64 03		1/28/2025	1,023.00 USD	View

1-9 of 9 Results 20 Per Page

20 Click "Shop"

MISSISSIPPI STATE UNIVERSITY

All Search (Alt+Q) 900.00 USD Assign Cart Pr

Home Shop Orders Contracts Accounts Payable Vendors Sourcing Reporting Administer Setup

Shop (Alt+P)

Shopping

- My Carts and Orders
- Admin
- Shopping Settings

By Keyword Search...

Go To

- Shopping Home
- Advanced Search
- View Favorites
- View Forms
- Non-Catalog Item
- Quick Order

Browse By

- Vendors
- Categories
- Contracts

Size/Packaging	Unit Price	Quantity	Ext. Price
EA	450.00	2 EA	900.00

ITEM DETAILS

Summary

Details

Total (900.00 USD)

Shipping, Handling, and Tax c and charged by each vendor. are for estimation purposes, I workflow approvals.

Total:

21 Click "View Carts"

The screenshot shows the Mississippi State University procurement system interface. A dark red sidebar on the left contains navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area is titled 'Shop (Alt+P)' and includes a search bar, a shopping cart icon showing '900.00 USD', and a 'Assign Cart' button. A dropdown menu is open under 'My Carts and Orders', with 'View Carts' highlighted by an orange circle. Other options in the menu include 'Open My Active Shopping Cart' and 'View My Orders (Last 90 Days)'. Below the menu, a table displays cart items with columns for 'Size/Packaging', 'Unit Price', 'Quantity', and 'Ext. Price'. A 'Summary' panel on the right shows a 'Total (900.00 USD)' and a 'Details' section with explanatory text.

Size/Packaging	Unit Price	Quantity	Ext. Price
EA	450.00	2 EA	900.00

22 Click this button.

The screenshot displays the 'Assigned Carts' section of the procurement system. It features a table with columns for 'Type', 'Shopping Cart Name', 'Cart Description', 'Date Created', 'Total', and 'Action'. The table contains 9 rows of data. The last row, representing an 'Active' cart with a total of 900.00 USD, has its 'Show menu' button highlighted with an orange circle. The table is paginated to show 1-9 of 9 results, with 20 items per page.

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	View
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	View
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	View
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	View
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	View
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	View
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	View
Normal	2025-01-28 SGC64 02		1/28/2025	123.00 USD	View
Normal	Active 2025-01-28 SGC64 03		1/28/2025	900.00 USD	Show menu

23 Click "View"

If you decide you don't want to place the order you can always delete the order.

Draft Carts Assigned Carts

Filter Draft Carts

1-9 of 9 Results 20 Per Page

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-11-13 SGC64 01		11/13/2024	0.00 USD	
Normal	2024-12-02 SGC64 01		12/2/2024	0.00 USD	
Normal	2024-12-18 SGC64 01		12/18/2024	0.00 USD	
Normal	2025-01-07 SGC64 01		1/7/2025	0.00 USD	
Normal	2025-01-22 SGC64 01		1/22/2025	123.00 USD	
Normal	2025-01-22 SGC64 02		1/22/2025	0.00 USD	
Normal	2025-01-28 SGC64 01		1/28/2025	0.00 USD	
Normal	2025-01-28 SGC64 02		1/28/2025	123.00 USD	
Normal	Active 2025-01-28 SGC64 03		1/28/2025	900.00 USD	

1-9 of 9 Results

