

Removing a Punch-out Item from Your Cart

Occasionally you may find the need to remove a punch-out item from your BuyWays Shopping Cart.

Upon completion of this topic, you will be able to remove punch-out items.

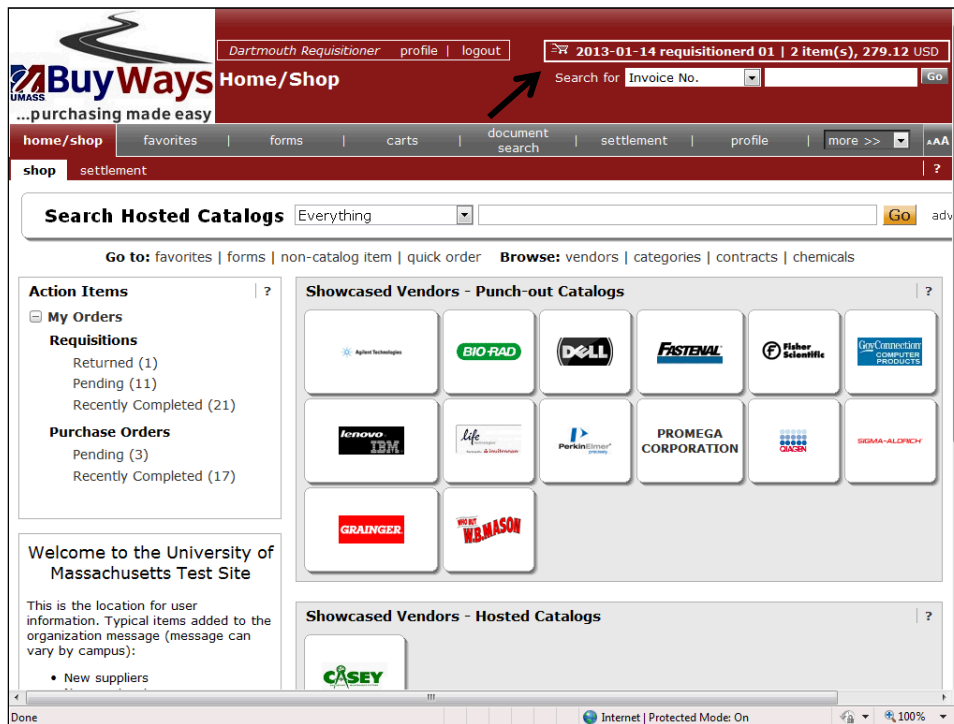
Procedure


Scenario:

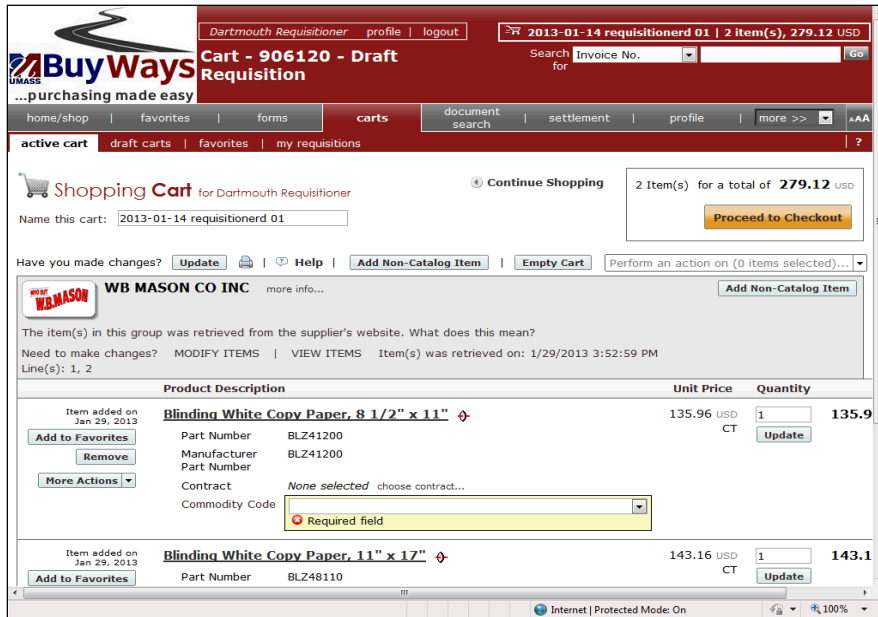
Your goal is to remove a punch-out item from your BuyWays Shopping Cart.

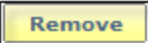
Key Information:

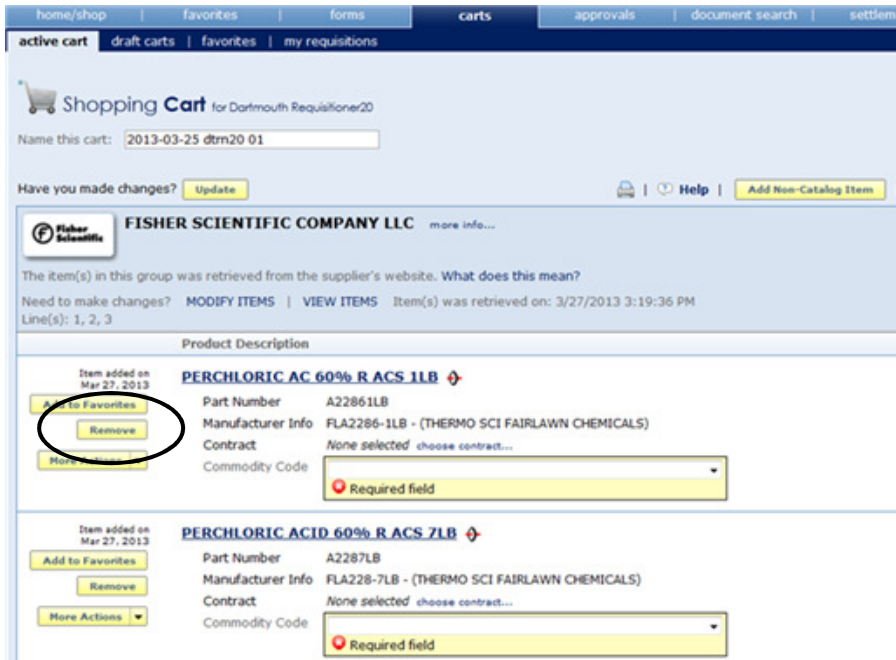
Product: BLZ48110



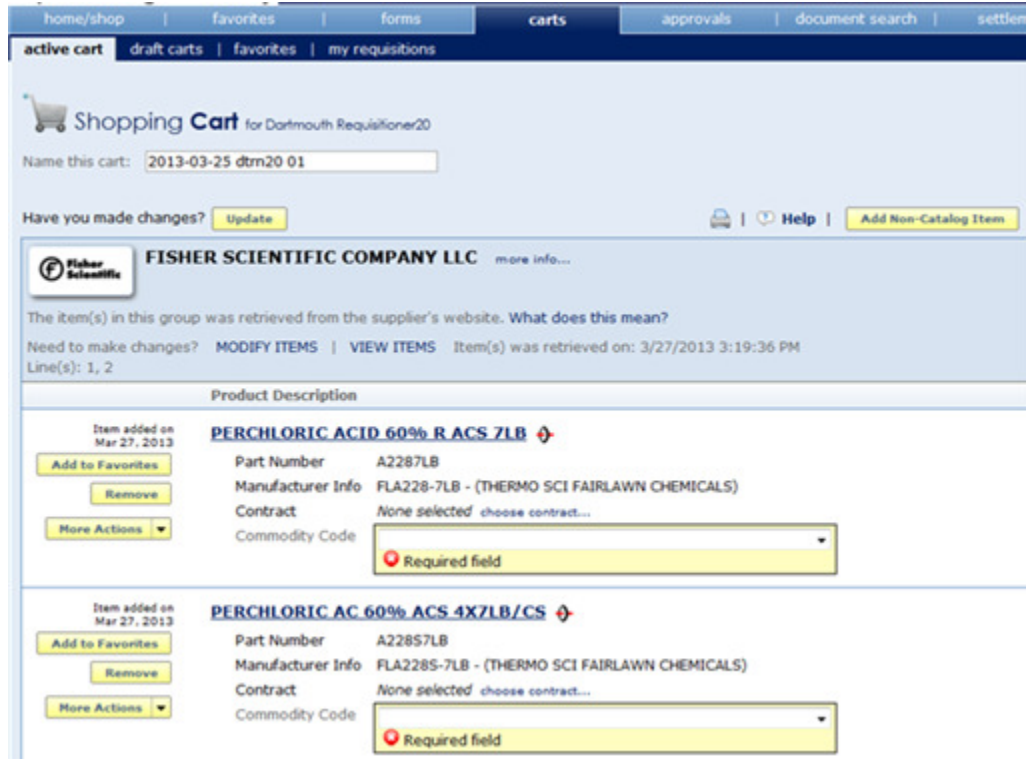
Step	Action
1.	<p>Begin by navigating to your Shopping Cart.</p> <p>Click the Shopping Cart button in the upper right corner.</p> 




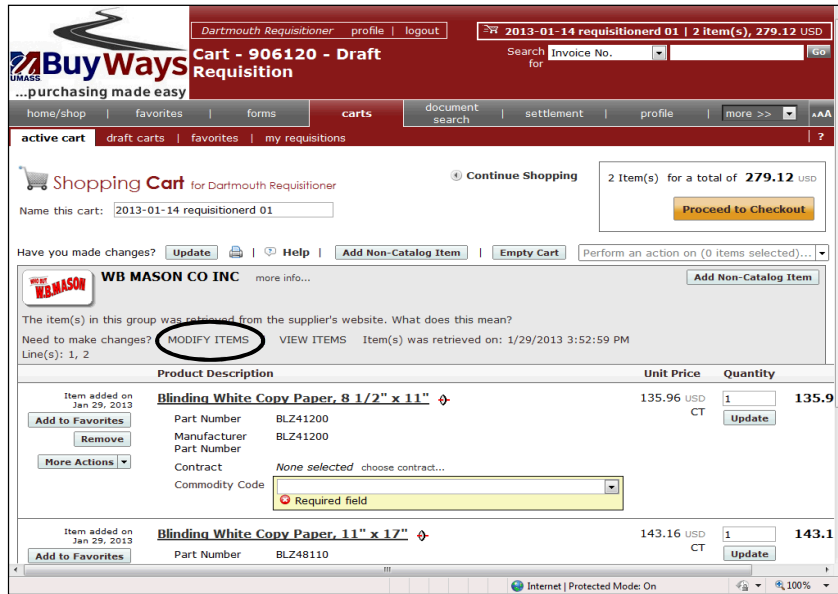
Step	Action
2.	The Shopping Cart displays 2 items. We want to remove the first item in the list.
3.	<p>KIRK WILL FIND OUT IF THIS NEW WAY IS OK</p> <p>SELECT THE REMOVE BUTTON ON THE LINE OF THE ITEM YOU WISH TO REMOVE</p> 



Step	Action
4.	The item is no longer in your Shopping Cart.



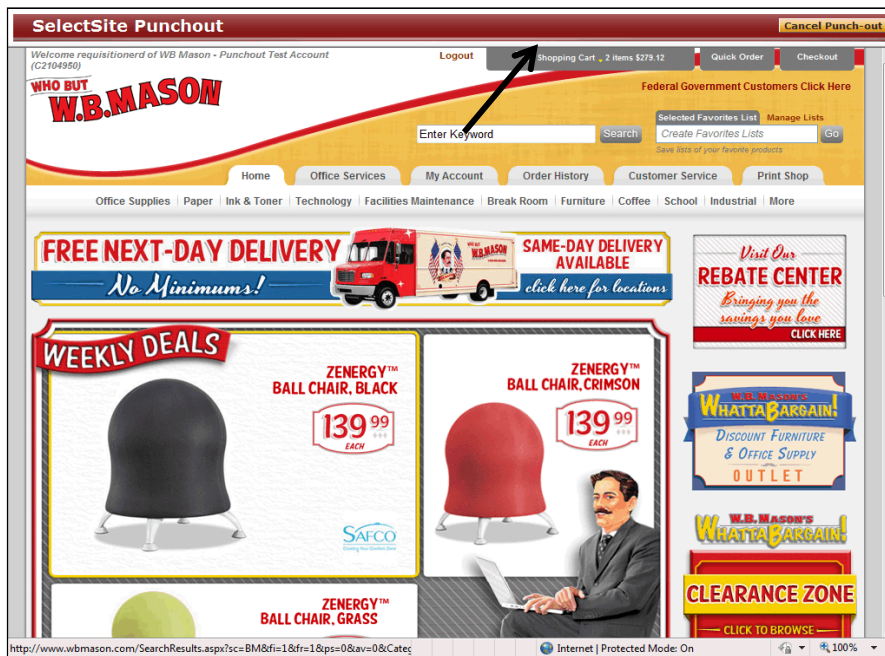
Step	Action
5.	Click the Update Button . 
6.	Congratulations! You have successfully removed a punch-out item from your BuyWays Shopping Cart. End of Procedure.



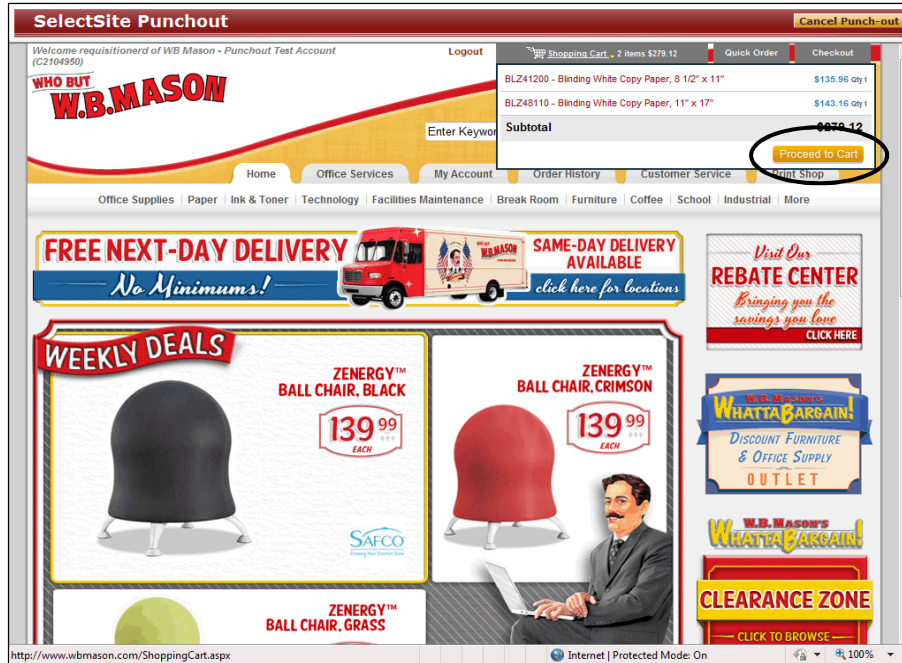
7.


Click the **MODIFY ITEMS** link.

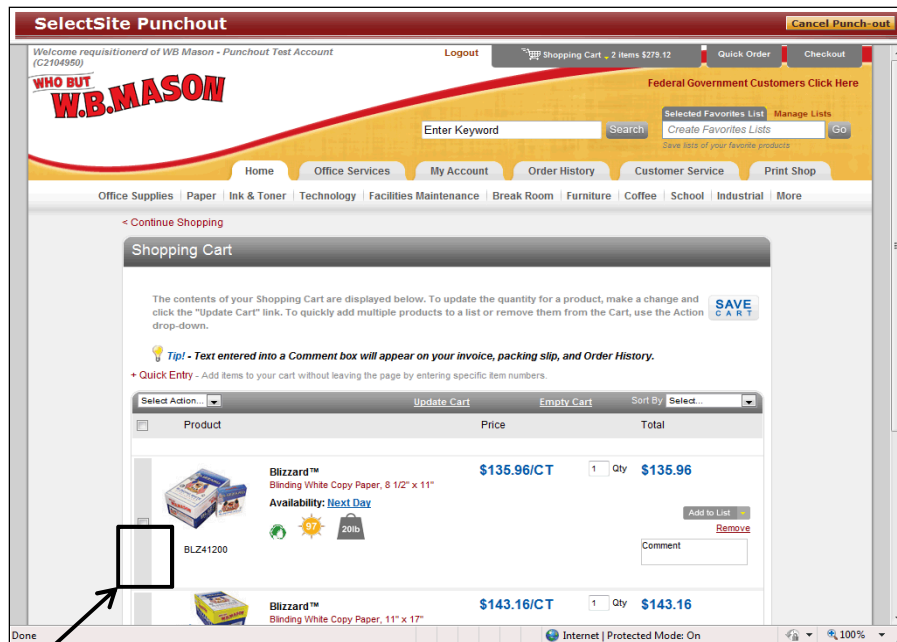
MODIFY ITEMS



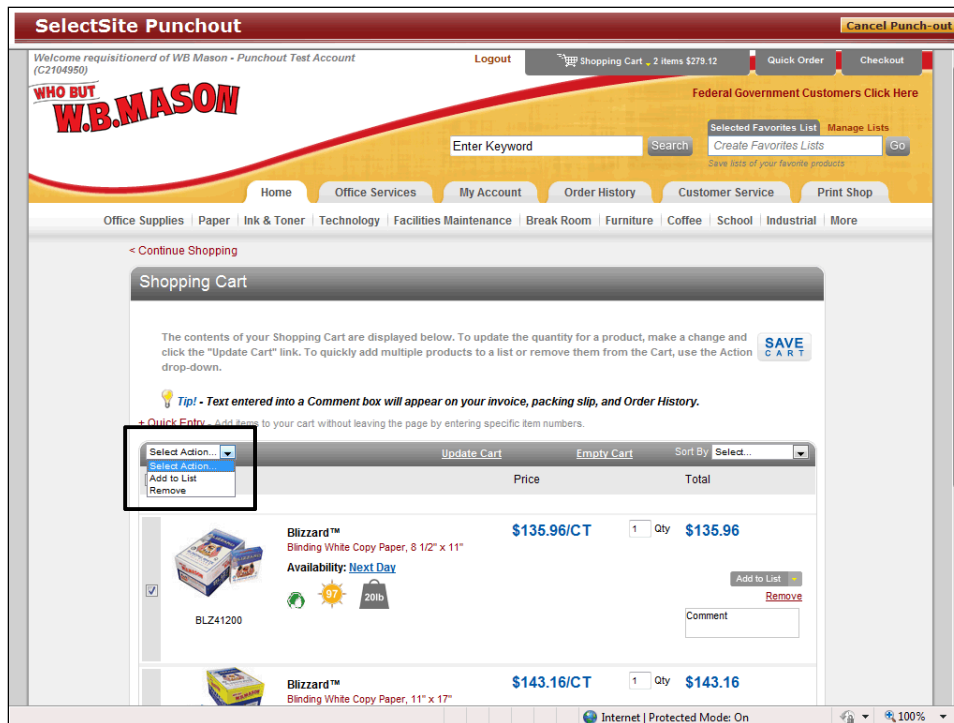
Step	Action
8.	You are directed to the punch-out site where the order was placed. The Remove function will vary by vendor. In this case, we are returned to the WB Mason punch-out site.
9.	Point to the Shopping Cart link.




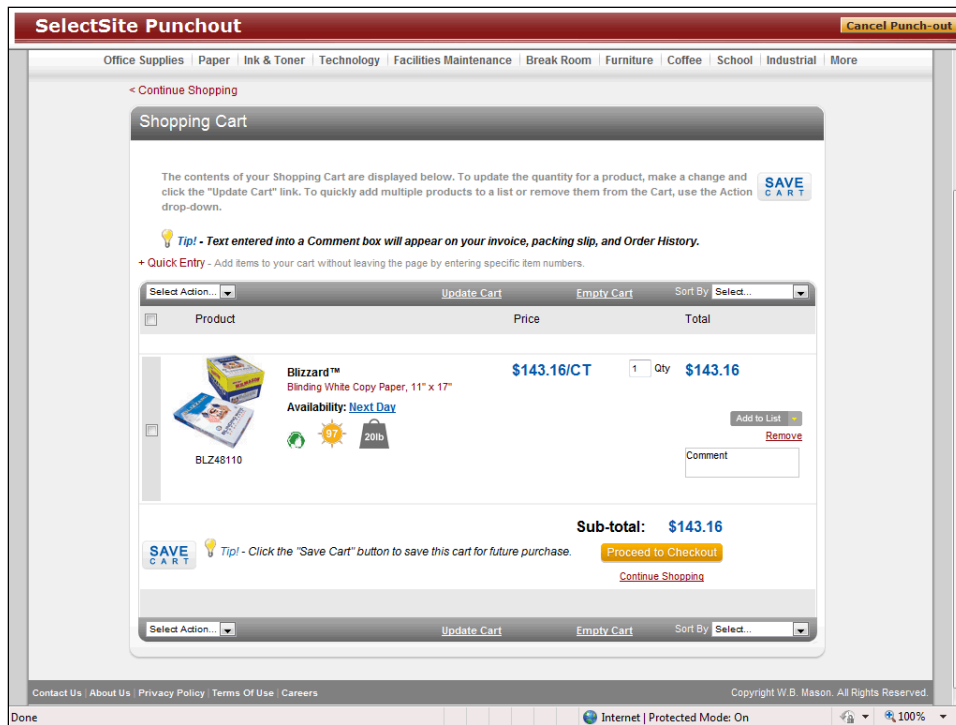
Step	Action
10.	Click the Proceed to Cart button. 



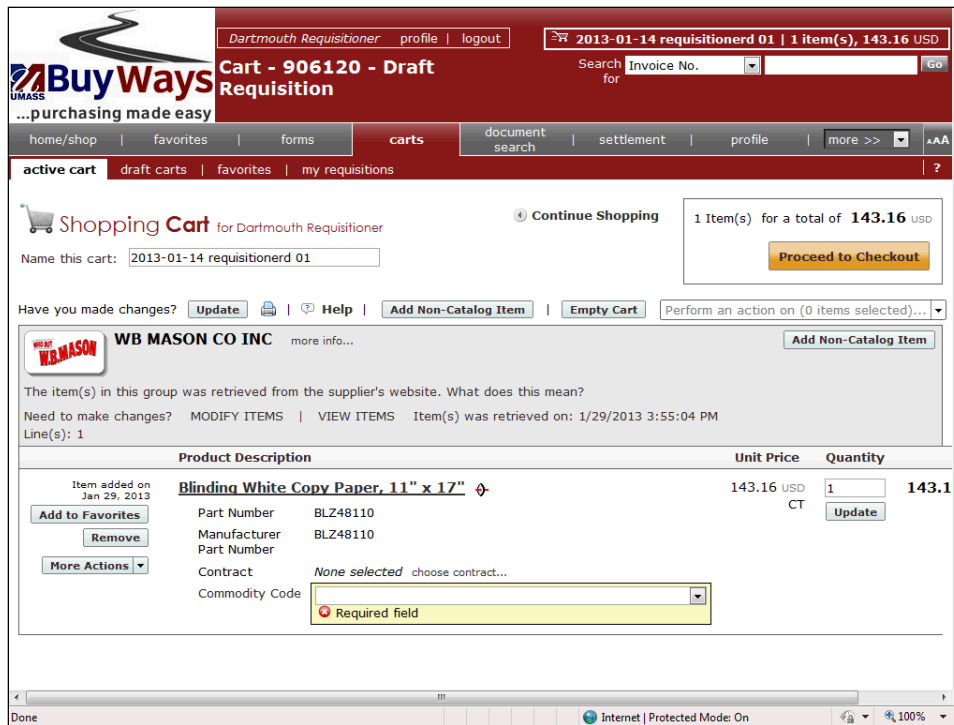
Step	Action
11.	In this case, click the BLZ41200 option. <input data-bbox="358 982 391 1020" type="checkbox"/>
12.	Click the Select Action dropdown button to activate the menu. <input data-bbox="358 1073 557 1110" type="button" value="Select Action..."/>



Step	Action
13.	Click the Remove list item. 
14.	The item is removed from the cart. Click the vertical scrollbar.



Step	Action
15.	Click the Proceed to Checkout button. <div data-bbox="365 1066 621 1108" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #FFD700; color: black; font-weight: bold;">Proceed to Checkout</div>



Step	Action
16.	The BuyWays Shopping Cart displays with the unwanted item removed.
17.	Congratulations! You have successfully removed a punch-out item from your BuyWays Shopping Cart. End of Procedure.