



## Toolbox: Removing a Line Item

Removing a line item that is no longer needed from a cart can be completed in four simple steps:

<p>In the shopping cart, scroll down to the line item to be removed and check the selection box to the right of the line item.</p>	<p><b>Supplier / Line Item Details</b></p> <p>Hide line details For selected line items Add To Favorites Go</p> <p><b>Sigma Aldrich Inc</b> more info... Contract no value PO Number To Be Assigned</p> <p>Add non-catalog item for this supplier...</p> <table border="1"> <thead> <tr> <th>Product Description</th> <th>Catalog No</th> <th>Size / Packaging</th> <th>Unit Price</th> <th>Quantity</th> <th>Ext. Price</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 ART@ self-sealing barrier pipette tips, ART 1000G, 100-1000 µL volume, sterile more info...</td> <td>A9348-1PAK</td> <td>1pkg EA</td> <td>176.00</td> <td>1</td> <td>EA176.00 USD</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Manufacturer: SIGMA-ALDRICH Name Commodity Code: 41000000 Laboratory, Research - Equipment, Supplies Internal Note add note... External Note add note...</p>	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price		1 ART@ self-sealing barrier pipette tips, ART 1000G, 100-1000 µL volume, sterile more info...	A9348-1PAK	1pkg EA	176.00	1	EA176.00 USD	<input checked="" type="checkbox"/>
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<p>At the top of the line item details section, locate the drop-down menu on the right.</p>	<p>For selected line items Add To Favorites Go</p> <p>Contract no value PO Number To Be Assigned</p> <table border="1"> <thead> <tr> <th>atalog No</th> <th>Size / Packaging</th> <th>Unit Price</th> <th>Quantity</th> <th>Ext. Price</th> <th></th> </tr> </thead> <tbody> <tr> <td>48-K</td> <td>1pkg EA</td> <td>176.00</td> <td>1</td> <td>EA176.00 USD</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Internal Note add note...</p>	atalog No	Size / Packaging	Unit Price	Quantity	Ext. Price		48-K	1pkg EA	176.00	1	EA176.00 USD	<input checked="" type="checkbox"/>		
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<p>Click the drop-down and choose 'Remove Selected Items'.</p> <p>Click 'Go' to completely remove the item from the cart.</p>	<p>For selected line item Add To Favorites Go</p> <p>Contract PO Number</p> <ul style="list-style-type: none"> <li>Add To Favorites</li> <li><b>Remove Selected Items</b></li> <li>Remove All Items</li> <li>Move to Another Cart</li> <li>Add to Draft Cart or Pending PR/PO</li> <li>Change Commodity Code</li> </ul> <p>Size / Quantity Ext. Price</p>														