SHOPPING CART STATUS

You can check on the status of a shopping cart as it moves through the workflow process.

CHECK ORDER STATUS

- In SRM, click the "**Go Shopping**" tab.

- Click "**Order Status**".

- Click the tab "**SC Header List**". View the "**Status**" Column.

WHAT DO THE STATUSES MEAN?

Saved - This cart has been saved and has not been ordered yet.

Awaiting Approval - This cart has been created, ordered, and is awaiting approval within SRM workflow. Please see the steps below to locate the cart in the process.

Approved - This cart has been approved and has been sent to Supply Chain to be processed into a purchase order (PO).

In Your Inbox - This cart is in your **Messages** tab in SRM and needs **your** attention to edit the shopping cart.

Deleted - This cart has been deleted and is **no longer** accessible. A new shopping cart will need to be created to proceed with the ordering process.

Rejected - This cart has been rejected by an approver. The shopping cart will need to be **edited** in order to proceed with the ordering process. The rejection should not be accepted in order to edit.

Release Rejected - This rejection of the cart has been accepted by its creator and the shopping cart has been deleted. A new shopping cart will need to be created.

VIEW LOCATION OF YOUR CART WHILE AWAITING APPROVAL

- In SRM, click "**Go Shopping**" > "**Order Status**" > "**SC Header List**"

- Search for the shopping cart using the text field in the "**Quick Criteria Maintenance**" section. Click "**Apply**". Select the desired shopping cart link.

- From the "**General Data**" section, click **Display/Edit agents**.

- The **Header Approval Status** area displays. The column headings that can appear are:

    a. Processor – The approver who currently has the shopping cart in his/her inbox.

    b. Received On – The date the approver received the shopping cart in his/her inbox.

    c. Processed On – The date the shopping cart was approved.

    d. Forwarded by – The person who forwarded the cart to the approver.