Step-by-Step Guide

Shopper: Checking the Status of Carts

1. Under the Create Shopping Cart icon, review the list of Shopping Carts displayed in the table.

2. To see the Shopping Carts you created, be sure the Shopping Carts tab is selected. (The tab color will be dark blue).

   Note: The current view on the Shopping Carts tab does not display all completed shopping carts (i.e., carts that have not been fully processed to a purchase order). The steps below outline how to show all carts, including completed carts.

3. To see the Shopping Carts your Team created, click the Team Carts tab.

4. To see all carts, including those completed and processed into a Purchase Order:

   - Scroll to the right of the screen, and click on the Change Query Link.
• Find the **Include Completed Shopping Carts Selection** check box.
• Click in the box to the right to display a check mark.
• Click on the **Apply** button.

5. To narrow the list of Shopping Carts, click the **Show Quick Criteria Maintenance** button.
6. Select a single criterion or various criteria to use for the search (e.g., search by date, using either the Creation Date or Timeframe).

7. After selecting the criteria, click the **Apply** button.

8. To return to the original list, follow these steps:
   - Remove the search criteria.
   - Click the **Apply** button.
   - Then click the **Hide Quick Criteria Maintenance** button to close the box.

9. Once the list of carts has been selected, notice the column headings. The information in the columns may be sorted in numerical or alphabetical (and their reverse) order by clicking on the column header.

10. Review the Item Status entries. The most common entries are:
   - **Saved**, which indicates that the Shopping Cart is waiting for your Submitter to take action;
   - **Awaiting Approval**, which indicates that your Submitter has submitted your cart to your approver for his or her action;
   - **Approved**, which indicates that your Approver has approved the cart. Your cart may require further review and approval, such as approval by Procurement Services if an item’s cost is $2500 or more; and
   - **Follow On**, which indicates that a Purchase Order has been created and sent to the supplier.
11. Click on either the **Shopping Cart number** or the **Item Status** to see the actual Shopping Cart.

12. Once you have finished checking the status of your carts, close your browser or continue performing other Buy@Duke functions.