

Purchase Order: Check the Status of a Purchase Order

- Use this Job Aid to:
 - Learn how to check the status of a Purchase Order

BEFORE YOU BEGIN

You need to have identifying information for the order (the Shopping Cart number, vendor, and/or date, etc).

Check the Status of a Purchase Order

Perform this procedure when you need to check the status of a purchase order.

 Select "Go Shopping." After you select the "Go Shopping" tab from the top line, select "Go Shopping" again from the next line to access the Shopping Cart Home Page.

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Here are some important things you ne	ed to know abo	but			
shopping in the new system. Please re	view them befo	re you			
continue. To continue, click on "Shop					
Attention Shoppers/Approvers - Important	t survey regarding	training			
for the SAP Upgrade					
Select the Knowledge Network tab at the top of your	screen to take the su	irvey. In May			
2010, the SAP software will be upgraded and chang	es are coming to the	shopping			
cart. The look and feel of the screens will be differen	it, but the functionality	/ and			
business process will not change. You will be receiv	ing more detailed info	rmation			
around this upgrade in the near tuture. The training to	sams would like to kno	ow your			
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Instructor-led hands-on classroom training on "what	it's the new look of sh	opping cart			
mean to me?" Auditorium demonstrations/workshops	1-on-1 coaching usin	ng desktop			
streaming software e-mail me information directly All	of the above Other -	please			
describe					
Posted 10/28/09 at 5:08 PM					
Having trouble locating a shopping cart?					
Check the "Including Completed Shopping Carts" che	ckbox in the Extended	Search			
screen in Check Status. For step-by-step instruction	s, please select the lin	nk below to			

- 2. **Refresh.** At the Shopping Cart Home Page, click "Refresh" to make sure that you are viewing the most up-to-date information.
 - Your most recent work will not appear until you have clicked "Refresh."

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- **3.** Locate the Order. The Shopping Cart Home Page displays a list of shopping carts, along with the status of each as shown in the right-most column labeled "Status."
 - A Shopping Cart that has an associated Purchase Order will have the status "Follow-On Document Created."
 - To access the Purchase Order, click on the "Follow-On Document Created" link. This displays the shopping cart (as if you had selected "Display" or "Edit"), but defaults to the tab called "Related Documents" in the "Details" section of the order.
- 4. Locate the Follow-On Documents. Notice that the "Related Documents" tab is open (at the bottom of the screen) when you arrive at the shopping cart. You can see the Shopping Cart and Purchase Order numbers in this area.
 - The Purchase Order status is shown to the right of the number in the column labeled "Status." In this example, you can see that the PO status is "Ordered."

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