Working with Completed Carts

Checking the Status of Carts

1. On the Shopping page, you can review the list of shopping carts displayed in the table.

2. Use the tabs to display shopping carts.
   a. **Shopping Carts** tab to display the carts that you created;
   b. **Shopping Carts All Inclusive** tab to display the carts you created and the carts created by your Team Members;
   c. **My Carts-For Team** tab to display the carts you made available to your Team Members;
   d. **Team Carts** tab to display the carts that were created by your Team Members;
   e. **Confirmations** tab to display the shopping carts that are awaiting Goods Receipt; and
   f. **Confirmations for Team Carts** tab to display the Team shopping carts that are awaiting Goods Receipt.

   ![Shopping Cart Tabs](image)

   **Note:** You will need to select Refresh or select the tab to display the number of carts in each category.

3. To narrow or expand the list of shopping carts displayed on each tab, select **Show Quick Criteria Maintenance**.

   ![Shopping Cart Table](image)
4. Select a single criterion or various criteria to use for the search (e.g., search by date, using either the Creation Date or Timeframe). After entering your search criteria, select Apply.

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

6. Once the list of carts has been selected, notice the column headings.

7. The information in the columns may be sorted in numerical or alphabetical (and the reverse) order by clicking on the column header.
8. Review the Item Status entries to check on a cart’s status. The most common statuses are:
   a. **Saved**, which, for a Shopper, indicates that the shopping cart is waiting for your Submitter to take action or indicates a cart has been created and simply saved.
   b. **Awaiting Approval**, which indicates that cart has been submitted into work flow, but is not fully approved.
   c. **In Purchaser’s Worklist**, which indicates that purchase order has been fulling approved, but is awaiting sourcing by Procurement to generate the purchase order number (not shown below).
   d. **Follow-on Document Created**, which indicates that a purchase order has been created and sent to the supplier. Based on your screen display, scroll to the right to find the **PO Number** column.

9. To see who has a cart in the **Awaiting Approval** status or who approved a cart in the **Follow-on Documents Created** status:
   a. Select the hyperlink in the Item Status Column
   b. Select the **Approval Process Overview** tab in the **Details** section.
   c. Review the **Processor** column to see who has the cart and who has approved the cart.
Working with Completed Carts Continued…

10. Select the **Shopping Cart number** or the **Item Status** to see the details of the goods/services included in the shopping cart. Use the tabs in **Details** to few additional information about the cart.

11. Once you have finished checking the status of your carts, close your browser or continue working in Buy@Duke.
Working with Completed Carts Continued…

Changing View of Carts in Work List

The shopping cart work list on the Buy@Duke Shopping page can be customized to meet the needs of an individual user.

1. Select the Open Setting Dialog icon on the far right of the screen.

2. In the resulting screen, select the Display button.

3. Check the Hierarchy box and click the Define button.
Working with Completed Carts Continued…

4. In the resulting screen, move the rows from the left box to the right box to build a hierarchy. Once you have selected all the columns in the order you wish, click OK.

![Select Columns for Hierarchy Display](image)

5. To save the settings, select **Save As**.

![Settings](image)

6. Enter a name in the **Description** field.

7. If you would like to have this customized view as the first view you see when you log into Buy@Duke, check the **Initial View Box**.

8. Click **OK**.
9. Returning to the Setting screen, click **Apply** to display the changes.

10. Click on the Shopping page to continue using Buy@Duke.