



**Subject:** How to Access Purchase Order Information from a Shopping Cart

**Audience:** SRM Shopping Cart Creators

The SCEIS Materials Management Team is pleased to announce the activation of the purchase order link in the shopping cart and the availability of a help document, "How to Access Purchase Order Information from a Shopping Cart."

This help document provides step-by-step instructions on how a Shopping Cart Creator can access the related purchase order information from a shopping cart they created.

You can find the link to the help document below as well as posted on the SCEIS Weekly Updates page in conjunction with this message.

[How to Access Purchase Order Information from a Shopping Cart](#)

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.