

# Supplier Relationship Management (SRM) 7.2

## How to Access Purchase Order Information from a Shopping Cart

### Situation:

The Shopping Cart Creator wants to display the purchase order information related to the shopping cart they created. To display the purchase order information, the shopping cart "Item Status" must be "Follow-On Document Created."

1. Click the "Follow-on Document Created" link of the "Shopping Cart Number" needed for display.

| Shopping Cart Number | Shopping Cart Name               | Item Number | Configurable Item Number | Item Name                          | Status            | Created On          | Quantity | Unit | Net Value | Currency | Total Net Value | Currency | Item Status                                |
|----------------------|----------------------------------|-------------|--------------------------|------------------------------------|-------------------|---------------------|----------|------|-----------|----------|-----------------|----------|--|
| 200088834            | chevrolet 10/17/2014             | 1           |                          | 2015 Chevrolet Silverado 2 WE ext  | Awaiting Approval | 10/17/2014 12:56:36 | 1        | EA   | 27,512.00 | USD      | 27,512.00       | USD      | <a href="#">Awaiting Approval</a>          |
| 200088834            | chevrolet 10/17/2014             | 2           |                          | SC Sales Tax                       | Awaiting Approval | 10/17/2014 12:56:37 | 1        | EA   | 300.00    | USD      | 27,812.00       | USD      | <a href="#">Awaiting Approval</a>          |
| 200088816            | optiplex10/17/2014               | 1           |                          | OptiPlex 9020 Mini Tower           | Awaiting Approval | 10/17/2014 12:50:03 | 1        | EA   | 1,605.59  | USD      | 1,605.59        | USD      | <a href="#">Awaiting Approval</a>          |
| 200088805            | GRA16003 10/16/2014 14:28        | 1           |                          | Extended warranty coverage         | Saved             | 10/16/2014 14:29:02 | 1        | EA   | 44,421.64 | USD      | 44,421.64       | USD      | <a href="#">Saved</a>                      |
| 200085185            | GRA16003 10/13/2014 15:49        | 1           |                          | Dahle paper shredder- NSA approved | Saved             | 10/13/2014 15:49:40 | 1        | EA   | 2,750.00  | USD      | 2,750.00        | USD      | <a href="#">Saved</a>                      |
| 200085709            | HP Pro 400                       | 1           |                          | black toner cartridge CE410x       | Approved          | 09/00/2014 12:56:15 | 3        | EA   | 228.81    | USD      | 759.57          | USD      | <a href="#">Follow-on Document Created</a> |
| 200085709            | HP Pro 400                       | 2           |                          | cyan toner cartridge CE411A        | Approved          | 09/00/2014 13:04:06 | 2        | EA   | 176.92    | USD      | 759.57          | USD      | <a href="#">Follow-on Document Created</a> |
| 200085709            | HP Pro 400                       | 3           |                          | magenta toner cartridge CE412A     | Approved          | 09/00/2014 13:06:04 | 2        | EA   | 176.92    | USD      | 759.57          | USD      | <a href="#">Follow-on Document Created</a> |
| 200085709            | HP Pro 400                       | 4           |                          | yellow toner cartridge CE413A      | Approved          | 09/00/2014 13:07:27 | 2        | EA   | 176.92    | USD      | 759.57          | USD      | <a href="#">Follow-on Document Created</a> |
| 200085421            | HP laserjet PRO 400 color M451dn | 1           |                          | HP laserJet Pro 400 color M451dn   | Approved          | 09/00/2014 10:21:13 | 1        | EA   | 430.29    | USD      | 430.29          | USD      | <a href="#">Follow-on Document Created</a> |

- The “Display Shopping Cart” screen will appear. In the “Details for Item...” section, click the “**Related Documents**” tab. To display the purchase order, click the link ([4600.....](#)) in the “**Document Number**” column.

**Display Shopping Cart**

Number: 2000855709 Document Name: HP Pro 400 Status: Approved Created On: 09/30/2014 12:55:47 Created By: GRAZYNA KUBLISZ

Buy on Behalf of: 16054 GRAZYNA KUBLISZ Header Approval Note:

Name of shopping cart: HP Pro 400

Header Data: [Values](#)

Approval Process: [Display / Edit Agents](#)

Budget: [Display](#)

Document Changes: [Display](#)

| Line Number | Item Type | Product ID | Description                    | Product Category | Product Category Description                    | Quantity | Unit | Net Price / Limit | Currency | Option Type | Per | Order Type | Delivery Date | Notes | Attachments | Account Assignment Type | Account Assignment Number |
|-------------|-----------|------------|--------------------------------|------------------|---|----------|------|-------------------|----------|-------------|-----|------------|---------------|-------|-------------|-------------------------|---------------------------|
| 1           | Material  |            | black toner cartridge CE410x   | 20772            | Printer Accessories and Supples: Paper Ink etc. | 3        | EA   | 76.27 USD         |          |             | 1   |            | 10/16/2014    | 1     | 1           | Cost Center             | E500G00000                |
| 2           | Material  |            | cyan toner cartridge CE411A    | 20772            | Printer Accessories and Supples: Paper Ink etc. | 2        | EA   | 88.46 USD         |          |             | 1   |            | 10/16/2014    | 1     | 0           | Cost Center             | E500G00000                |
| 3           | Material  |            | magenta toner cartridge CE412A | 20772            | Printer Accessories and Supples: Paper Ink etc. | 2        | EA   | 88.46 USD         |          |             | 1   |            | 10/16/2014    | 1     | 0           | Cost Center             | E500G00000                |
| 4           | Material  |            | yellow toner cartridge CE413A  | 20772            | Printer Accessories and Supples: Paper Ink etc. | 2        | EA   | 88.46 USD         |          |             | 1   |            | 10/16/2014    | 1     | 0           | Cost Center             | E500G00000                |

**Details for item 1 black toner cartridge CE410x**

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview **Related Documents** User-Specified Status

| Document       | Name                         | Document Number     | Back-End Document Number | Status                     | Date       | Quantity | Unit | Value      | Currency |
|----------------|------------------------------|---------------------|--------------------------|----------------------------|------------|----------|------|------------|----------|
| Shopping Cart  | black toner cartridge CE410x | 2000855709/1        |                          | Follow-on Document Created | 09/30/2014 | 3        | EA   | 228.81 USD |          |
| Purchase Order | black toner cartridge CE410x | <b>4600375426/1</b> | 4600375426/1             | Ordered                    | 10/07/2014 | 3        | EA   | 228.81 USD |          |

- After the purchase order is in “Display Purchase Order” mode, the user will have the ability to review all aspects of the purchase order. The screen will default to the “Overview” tab which includes all line items, quantities and prices.

**Display Purchase Order**

Purchase Order Number: 4600375426 Purchase Order Type: SCEIS Standard PO Status: Ordered Document Date: 10/07/2014 Total Value (Gross): 820.32 USD Smart Number: Supplier: US INK AND TONER INC

Overview Header Items Notes and Attachments Approval Tracking

**General Header Data**

Smart Number: RFA\_US Ink & Toner\_car Smart Number is External

Purchase Order Number: 4600375426

Supplier: 7000082844 US INK AND TONER INC

Requester: 16054 GRAZYNA KUBLISZ

Recipient: 16054 GRAZYNA KUBLISZ

Location: 46862 Revenue and Fiscal Affairs Office

Ship-To Address: 84 SCEIS Root

Purchasing Organization: SCEIS Purchasing Organization

Purchasing Group: Revenue & Fiscal Affairs Show Members

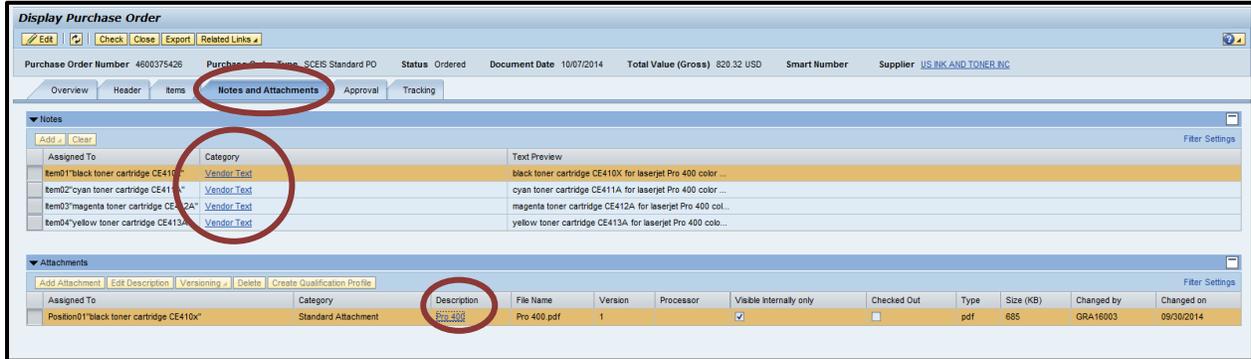
Total Value (Net): 759.57 USD

Default Settings: Set Values

| Line Number | Deleted | Item Type | Item Number | Product ID | Description                    | Product Category | Quantity | Unit | Currency | Per | Net Price | Option Type | Order Type | Condition | Option Status | Delivery Date | Account Assignment Type | Account Assignment Number |
|-------------|---------|-----------|-------------|------------|--------------------------------|------------------|----------|------|----------|-----|-----------|-------------|------------|-----------|---------------|---------------|-------------------------|---------------------------|
| 1           |         | Material  | 1           |            | black toner cartridge CE410x   | 20772            | 3        | EA   | USD      | 1   | 76.27     |             |            |           |               | 10/16/2014    | Cost Center             | E500G00000                |
| 2           |         | Material  | 2           |            | cyan toner cartridge CE411A    | 20772            | 2        | EA   | USD      | 1   | 88.46     |             |            |           |               | 10/16/2014    | Cost Center             | E500G00000                |
| 3           |         | Material  | 3           |            | magenta toner cartridge CE412A | 20772            | 2        | EA   | USD      | 1   | 88.46     |             |            |           |               | 10/16/2014    | Cost Center             | E500G00000                |
| 4           |         | Material  | 4           |            | yellow toner cartridge CE413A  | 20772            | 2        | EA   | USD      | 1   | 88.46     |             |            |           |               | 10/16/2014    | Cost Center             | E500G00000                |

Total Value (Net): 759.57 USD  
Total Tax: 60.75 USD  
Total Value (Gross): 820.32 USD

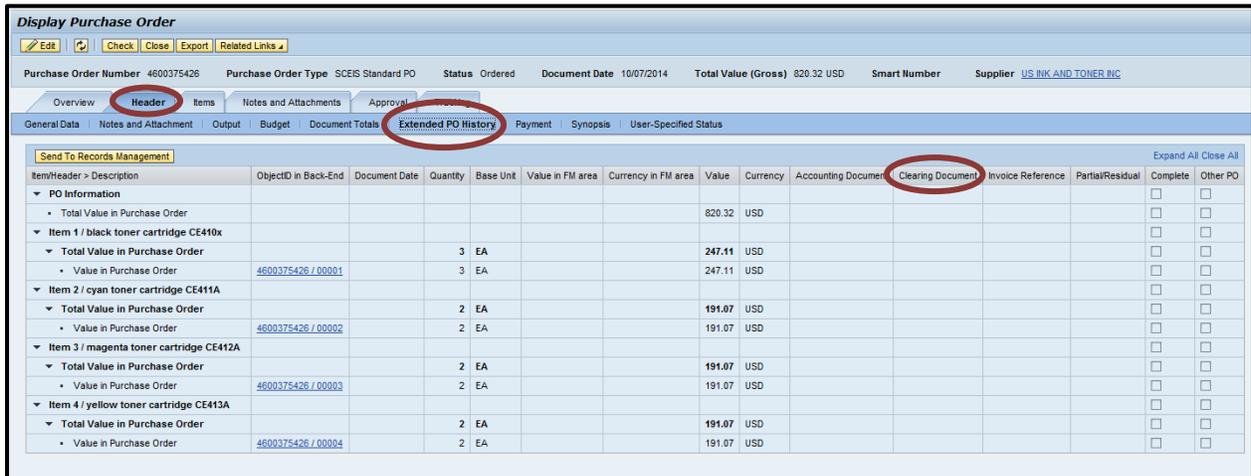
- To display Header notes and attachments, click the **“Notes and Attachments”** tab. To review the notes, click the link in the **“Category”** column. (This view displays all notes associated with all line items.) To review attachments, click the link in the **“Description”** column.



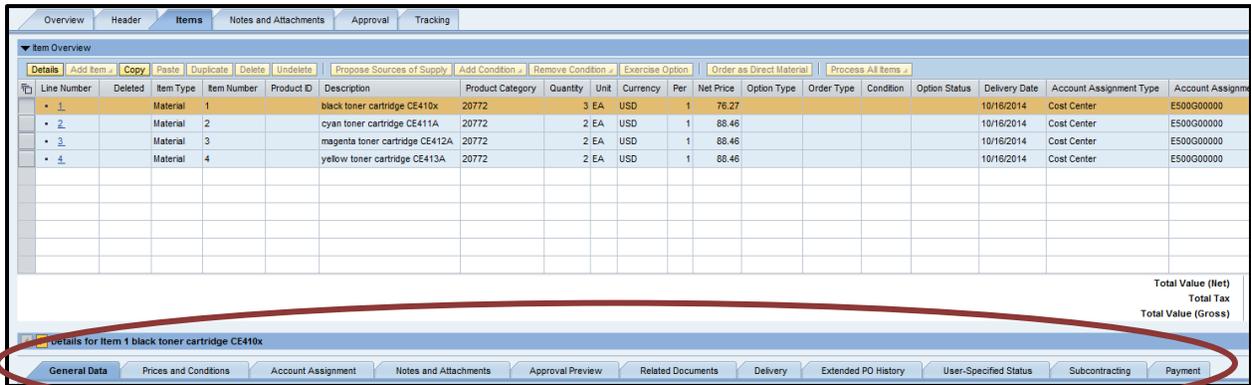
- For greater detail, click the **“Details”** button in the **“Item Overview”** section of the purchase order.



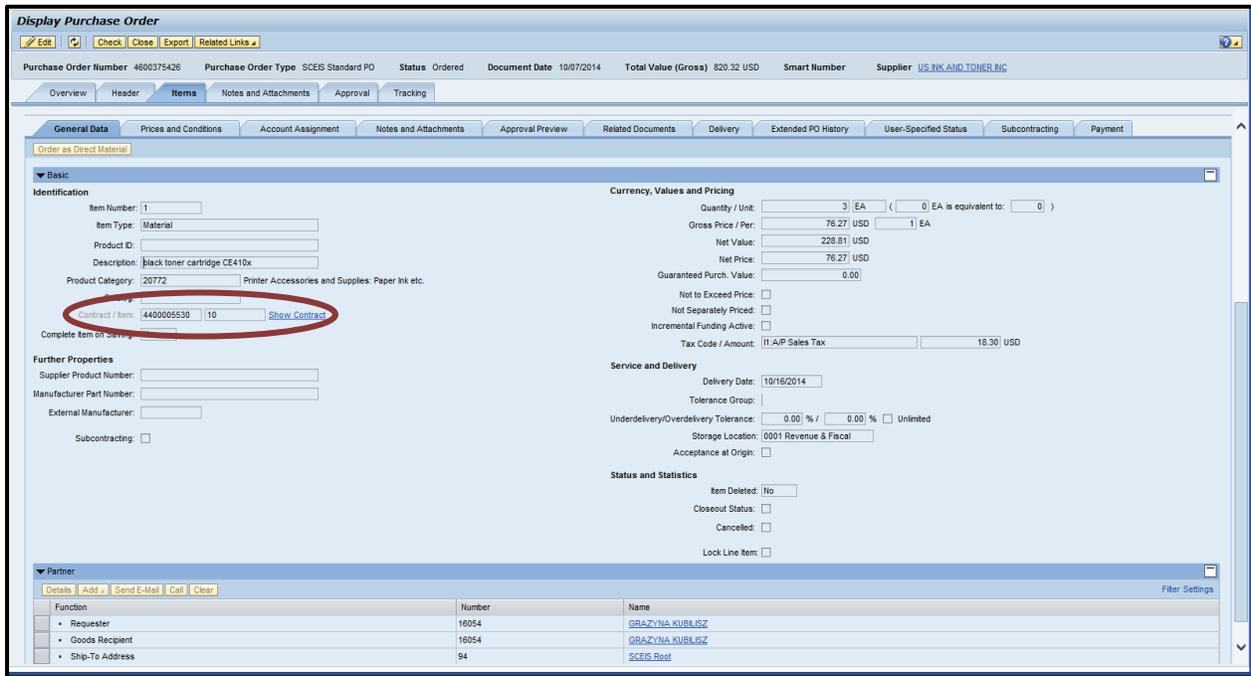
- To determine if payment has been issued, click the **“Header”** tab, then **“Extended PO History.”** If a check has been mailed to the vendor, the associated **“Clearing Document”** number will display. (A check has not been issued in this example.) Details of the **“Accounting Document”** or **“Clearing Document”** will not display. Only the number will display.



7. Details are available on individual line items by clicking on the “Items” tab. A list of tabs will appear including “General Data,” “Prices and Conditions,” “Account Assignment” and other tabs as shown below.



8. Any contract associated with the purchase order can be displayed through the “General Data” tab by clicking on the “Show Contract” link.



Other tabs are available for viewing. The tabs mentioned are known to be used most often.

**Note:** The purchase order cannot be edited, printed or print previewed from the shopping cart.