



Purchase Orders SRM Guide to Hard Stop and Common Errors

Error or Issue	Resolution
PO "Create Draft" drop down list is not visible	<p>Problem: When a User is trying to source the Shopping Cart and goes to Create Draft in the dropdown (RFx, Purchase Order, etc...) are not visible. This means the user does not have Purchasing Group authorization.</p> <p>Solution: Look at the PGrp on the Shopping Cart to make sure they are authorized to source from that PGrp. If not, then the data owner will need to request authorization for that PGrp. If so, then the data owner should send a ticket to the SCEIS Help Desk to make sure they have all the correct Roles needed.</p>