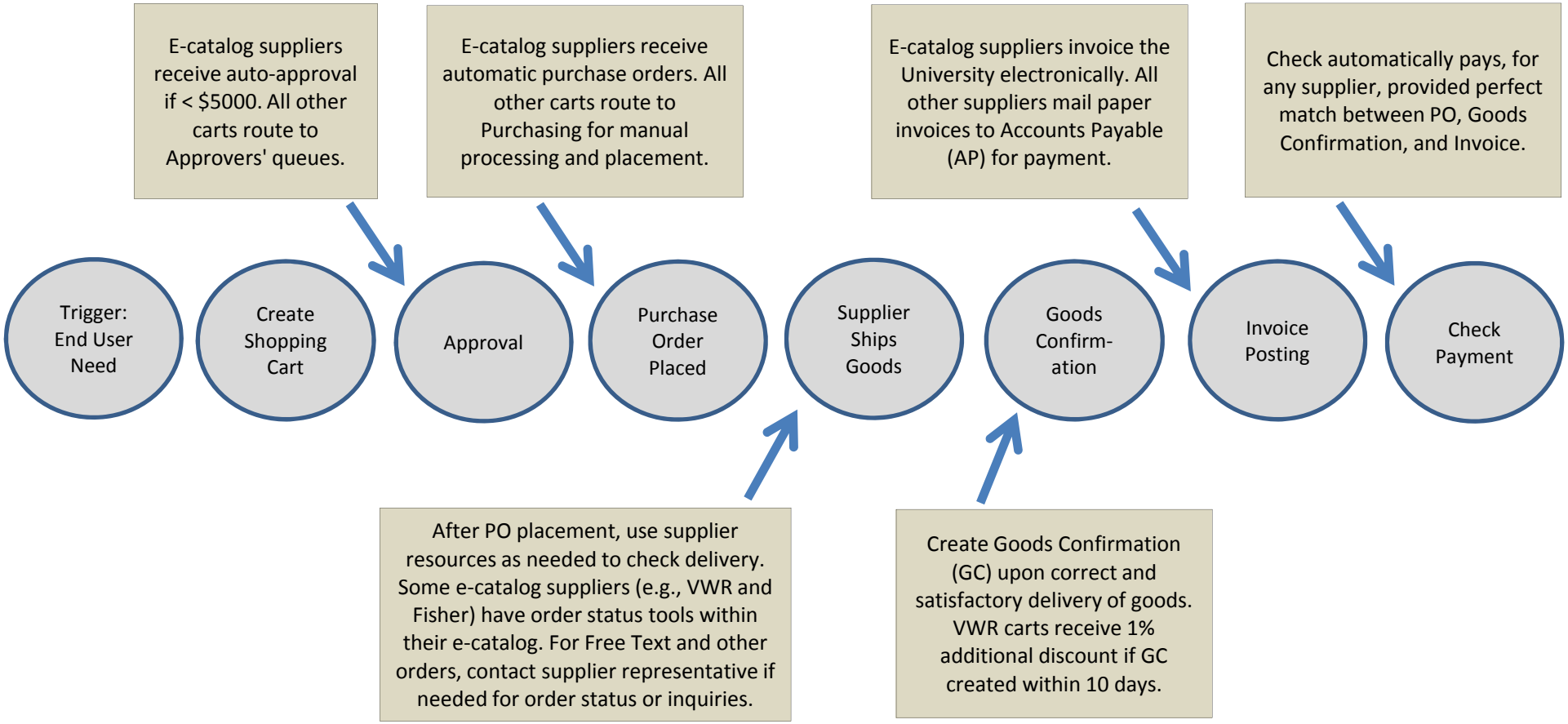
Understanding Shopping Cart / Purchase Order Status and Troubleshooting



Shopping Cart Status Indicators:

Indicators can be found in Shopper's dashboard and within the Shopping Cart. Click Refresh for latest status. Indicators only reflect cart status within system.

Saved:	Shopper has placed cart on hold and it resides only within Shopper's dashboard; order not yet placed.
Awaiting Approval:	Cart completed and moved to department/college/unit Approver(s') queue(s)
Approved:	Cart approved by Approver
Rejected:	Cart rejected by Approver
In Purchaser's Worklist:	Cart resides in Purchasing Buyer's queue for manual processing and placement
Follow-on Document Created or Ordered:	Cart has been successfully converted to Purchase Order and placed with supplier
Deleted or Cannot be Ordered:	Cart has been deleted by Shopper or Purchasing Buyer
Posted in the Backend:	Goods confirmation completed and order completed

E-Catalogs Quick Reference

Contains contact information for e-catalog suppliers

http://www.uky.edu/Purchasing/docs/ecatalogquickref.pdf