Shop OnLion Shopping Cart Status

Check Shopping Cart Status

- In Shop OnLion, click on the Requisitioning Tab.
- Click Requisitioning from the left navigation pane. This opens the Active Queries screen.
- Click the Refresh button to make sure you are displaying the most current information.
- The status of your shopping carts is listed in the Status column.
  Note: There is a Status column and an Item Status column. These two columns typically match except when the Status is Approved. In those cases, the Item Status will either say In Purchaser’s Worklist or Follow-on Document Created.

Status Descriptions

Saved – this cart has been saved and has not been ordered yet.

Awaiting Approval – this cart has been created, ordered, and is awaiting approval within Shop OnLion workflow. Please see the steps in the next section to locate the cart in the process.

Approved / In Purchaser’s Worklist – This cart has been approved and has been sent to Purchasing to be processed into a purchase order (PO).

Approved / Follow-on Document Created – This cart has been approved and a purchase order (PO) has been created but not necessarily ordered. Click on the Follow-on Document Created link to view the Purchase Order and its status.

In Your Inbox – This cart is in your Shop OnLion inbox (Shop OnLion Home tab > Work Overview > Inbox) and needs your attention to edit the shopping cart.

Deleted – This cart has been deleted and is no longer accessible. A new shopping cart will need to be created to proceed with the ordering process.

Rejected – This cart has been rejected by an approver. The shopping cart will need to be edited to proceed with the ordering process. The rejection should not be accepted to edit.

Release Rejected – This rejection of the cart has been accepted by its creator and the shopping cart has been deleted. A new shopping cart will need to be created.

View Location of Shopping Cart while Awaiting Approval

- In Shop OnLion, click on the Requisitioning Tab.
- Click Requisitioning again from the left navigation pane. This brings us to the Active Queries screen.
- Click the Refresh button to make sure you are displaying the most current information.
- Select a Shopping Cart Number where the Status is Awaiting Approval.
- In the General Data section, click Display/Edit agents. Note: you may need to scroll up.
- The Approval Process Overview area displays. The column headings that can appear are:
  - Processor – The approver who currently has the shopping cart in his/her inbox.
  - Received On – The date the approver received the shopping cart in his/her inbox.
  - Processed On – The date the shopping cart was approved or rejected by the approver.
  - Forwarded By – The person who forwarded the cart to the approver.