You can check on the status of a shopping cart as it moves through the workflow process.

**CHECK ORDER STATUS**

- In **SRM**, click the “Go Shopping” tab.
- Click “Order Status”.
- Click the tab “SC Header List”. View the “Status” Column.

**WHAT DO THE STATUSES MEAN?**

- **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 SRM workflow. Please see the steps below to locate the cart in the process.
- **Approved** - This cart has been approved and has been sent to Supply Chain to be processed into a purchase order (PO).
- **In Your Inbox** - This cart is in your Messages tab in SRM 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 in order to proceed with the ordering process. The rejection should not be accepted in order 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 YOUR CART WHILE AWAITING APPROVAL**

- In SRM, click “Go Shopping” > “Order Status” > “SC Header List”
- Search for the shopping cart using the text field in the “Quick Criteria Maintenance” section. Click “Apply”. Select the desired shopping cart link.
- From the “General Data” section, click Display/Edit agents.
- The **Header Approval Status** area displays. The column headings that can appear are:
  a. Processor – The approver who currently has the shopping cart in his/her inbox.
  b. Received On – The date the approver received the shopping cart in his/her inbox.
  c. Processed On – The date the shopping cart was approved.
  d. Forwarded by – The person who forwarded the cart to the approver.