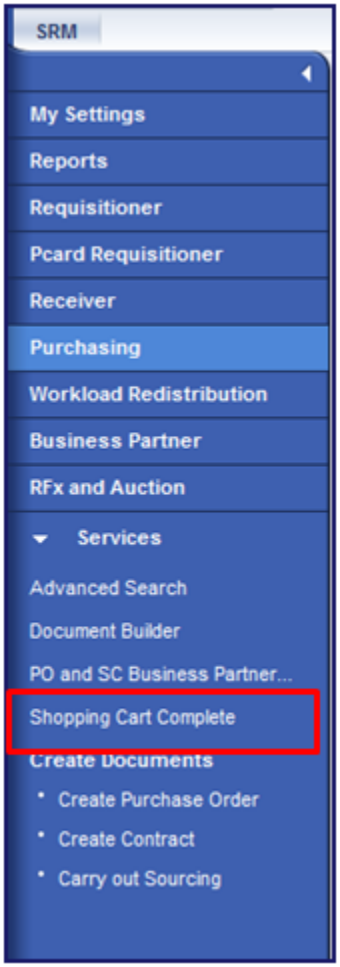
Complete Shopping Cart

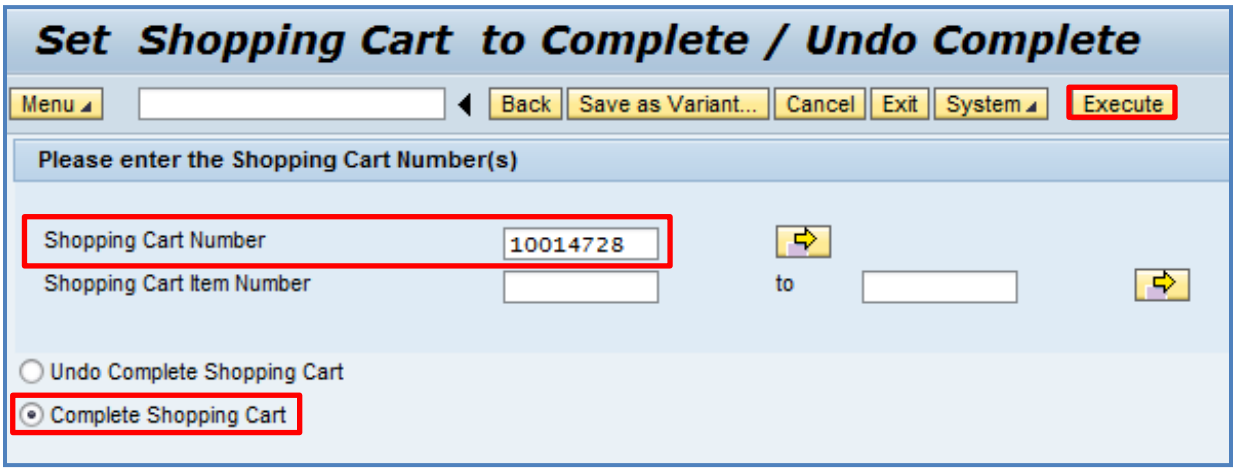
Situations where this program would be used:

- Shopping carts cannot be deleted because a follow-on document has been created
- Line items are not available to be completed
- Open shopping cart commitment appears on fiscal Business Warehouse report on line items that are no longer required or already fulfilled.

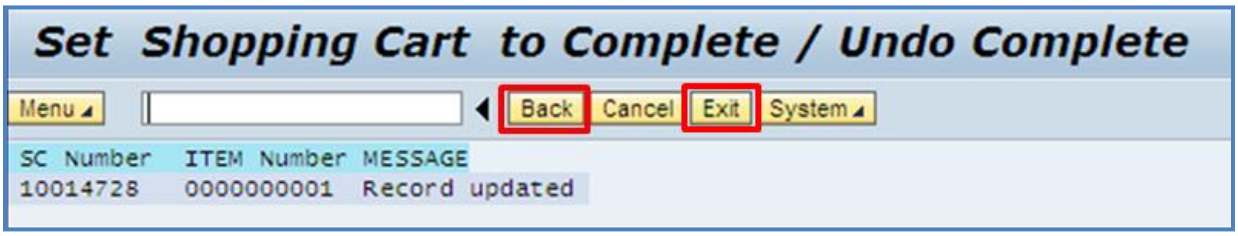
1. Log onto www.myworkplace.state.pa.us and select the SRM tab
    a. From the left navigation pane, select the **Purchasing** role and under "Services" Workset
    b. Select the Shopping Cart Complete link



2. Complete the Shopping Cart
    a. Enter the Shopping Cart number within the Shopping Cart Number field
    b. Select the COMPLETE SHOPPING CART radio button
    c. Select the EXECUTE button

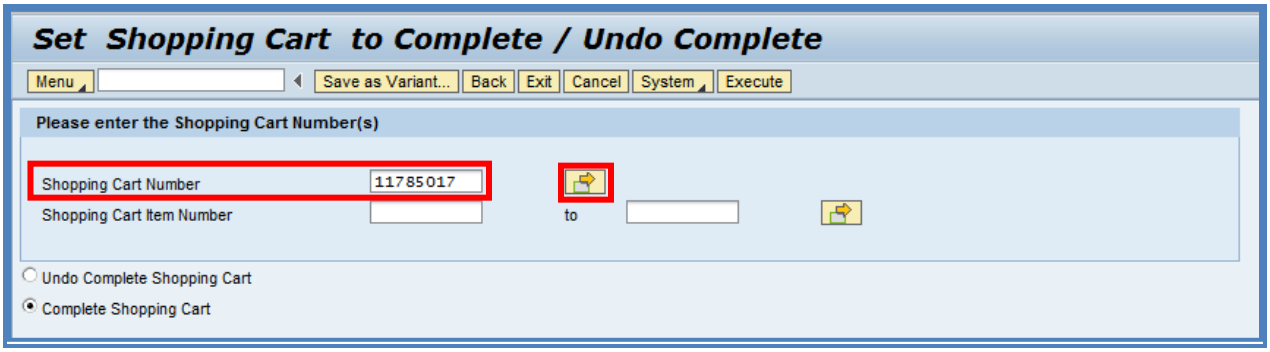


3. The confirmation message “Record Updated” will display
4. Select the BACK button to complete additional Shopping Carts, or select the EXIT button to leave the program.

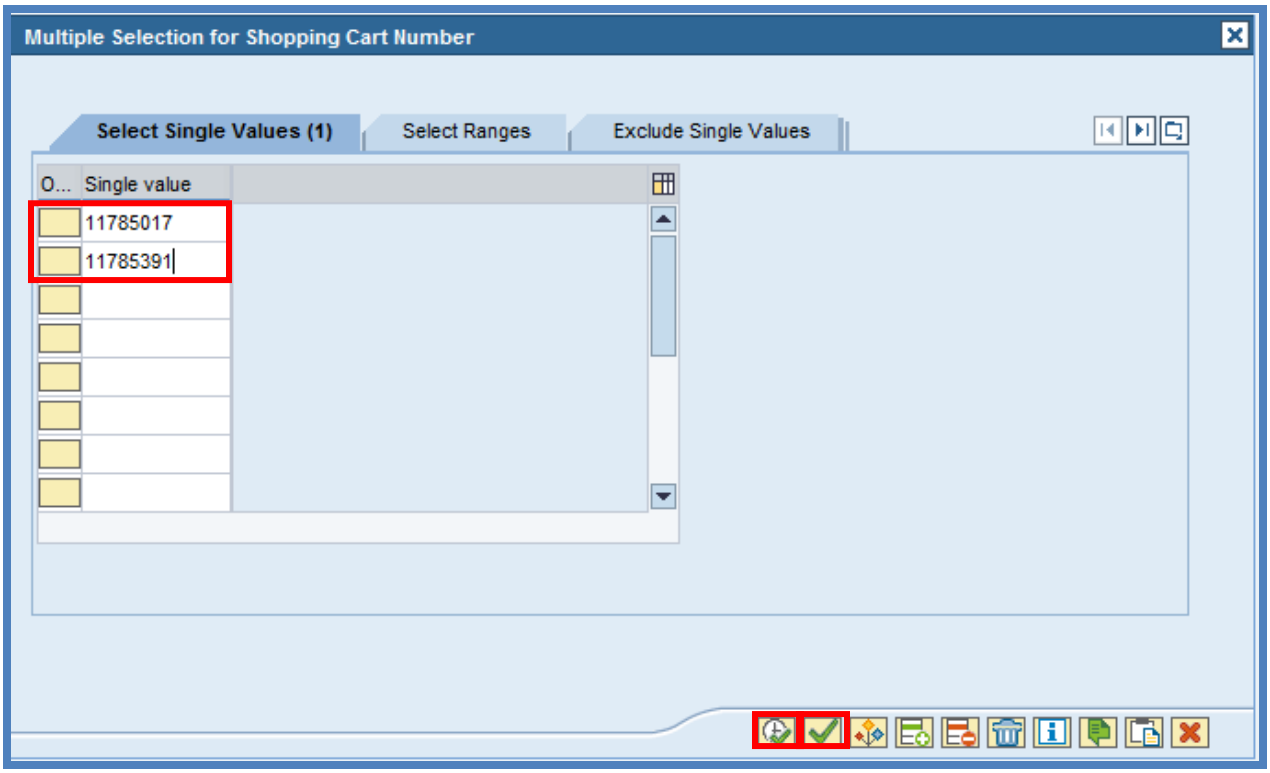


Completing Multiple Carts

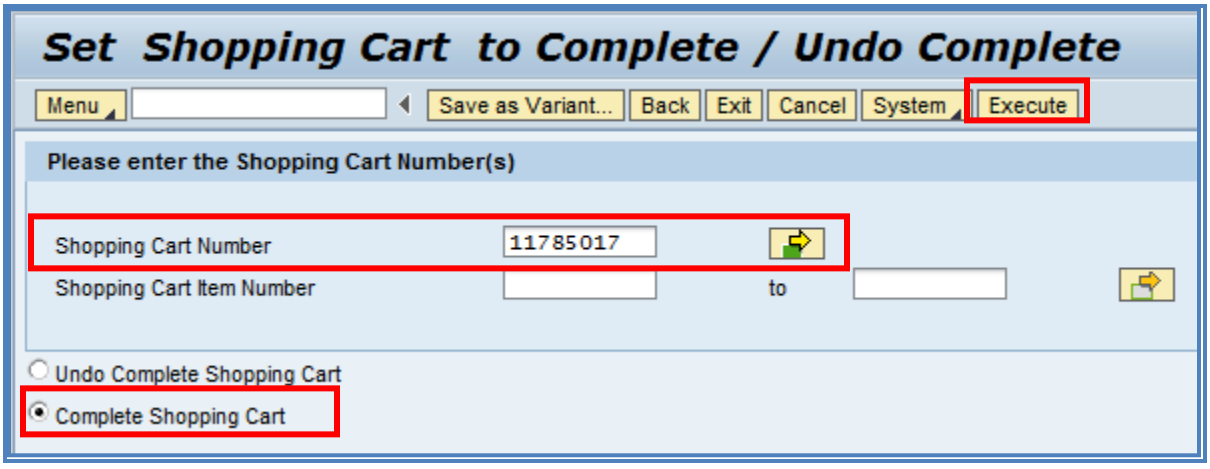
1. Multiple Shopping Carts can be completed at one time by entering the first Shopping Cart number and then selecting the MULTIPLE SELECTION icon



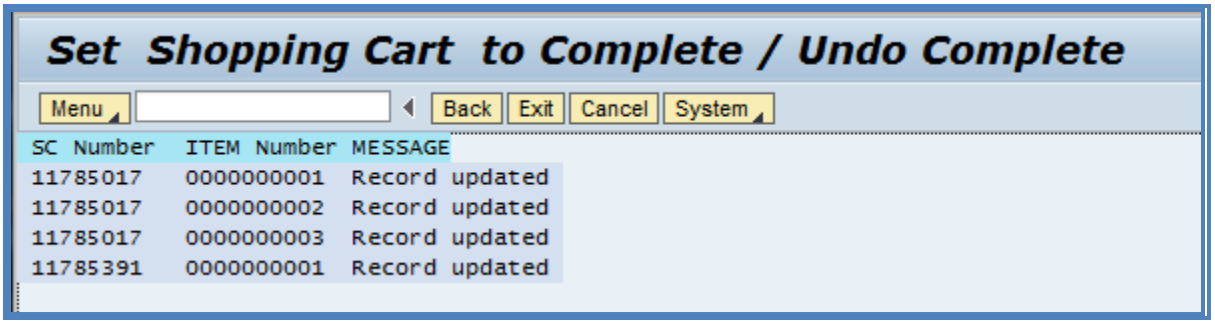
2. Once multiple carts have been added, select the CONTINUE button (green checkmark)
3. Select the EXECUTE button (clock with green checkmark) to execute the program



4. Notice that the MULTIPLE icon indicator has changed to green. Make sure to select the COMPLETE SHOPPING CART radio button.
5. Select the EXECUTE button

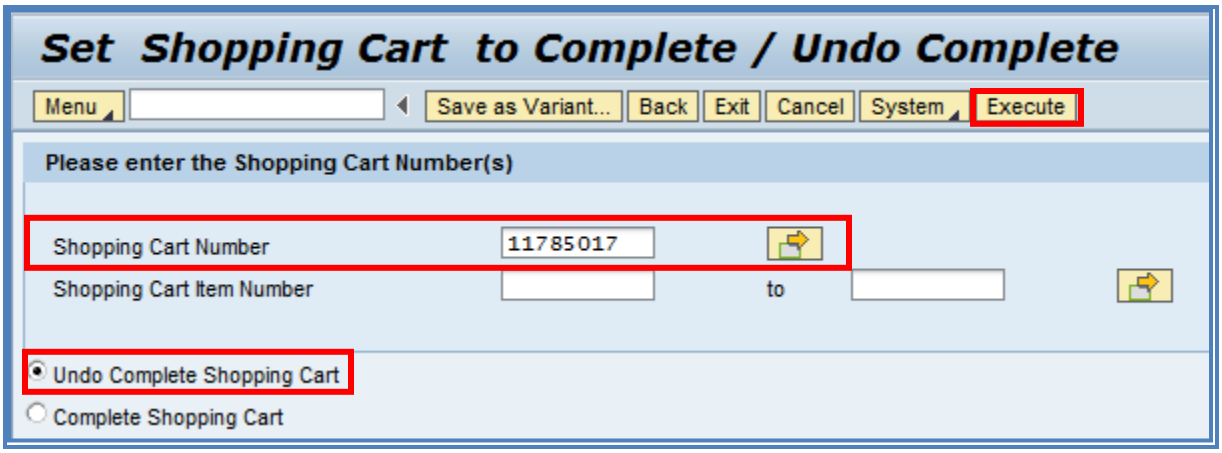


6. A message will display that the record has been updated

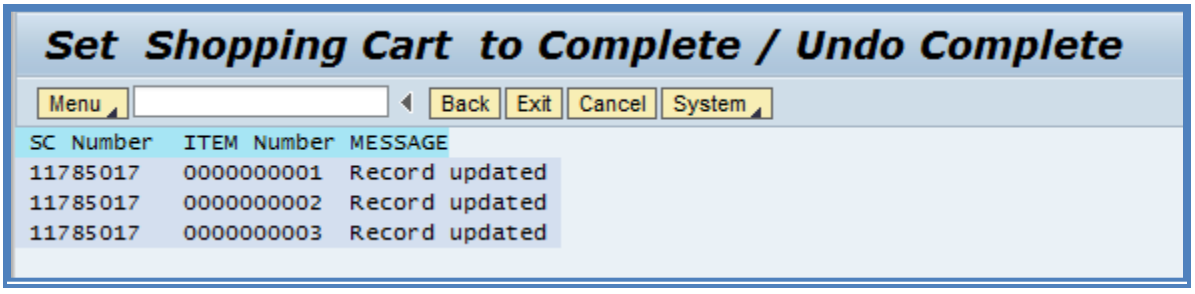


Undo Completed Shopping Carts

1. To manually undo a completed Shopping Cart, enter the Shopping Cart number
2. Select the UNDO COMPLETE SHOPPING CART radio button
3. Select the EXECUTE button

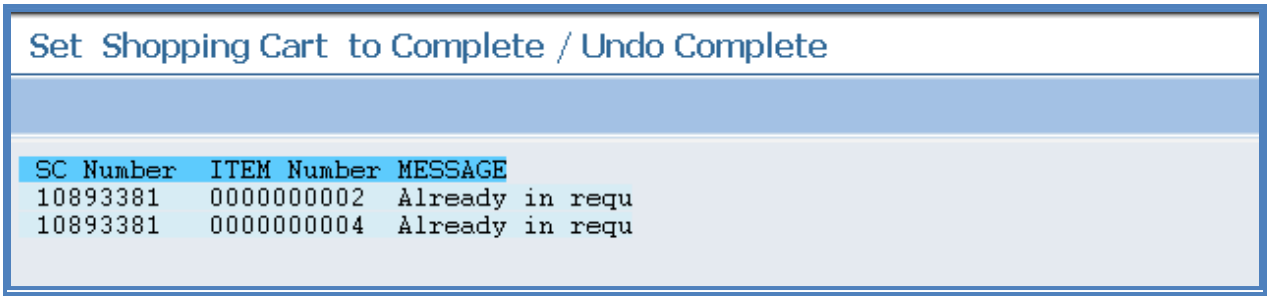


4. A message will display that the record has been updated



5. When selecting the Undo Complete Shopping Cart option, the cart goes back into the Purchaser's Worklist and will again be available for sourcing.

6. If the following message is received after completing the cart then you should undo the Shopping Cart Complete and then re-do the Shopping Cart Complete process. Follow the steps below:



   a. Select the UNDO COMPLETE SHOPPING CART radio button
   b. Select the EXECUTE button to complete the undo process
   c. Select the BACK button
   d. This takes you back to "Set Shopping Cart to Complete/Undo Complete" screen. Verify that the shopping cart number populates within the "Shopping Cart Number" field, if not, manually enter it.
   e. Select the COMPLETE SHOPPING CART radio button
   f. Select the EXECUTE button

END.