How to Find Shopping Carts & POs

Sourcing & Procurement
Search Procurement Tab

Shopping Cart Queries display individual or team shopping cart numbers, status, and PO numbers.

- Step 1. Click Procurement Tab
- Step 2. Click All
- Step 3. Click Show Quick Criteria Maintenance

† Team shopping carts, can only be viewed if a formal BUworks team has been created. See ‘Team Shopping Carts’ for more information (bu.edu/sourcing/how-to-place-orders/)
Shopping Cart Queries display individual or team‡ shopping cart numbers, status, and PO numbers.

- Search using one of the most popular search criteria:
  - Shopping Cart Number
  - Timeframe
  - PO Number

- Check the following boxes:
  - ‘Including Completed Shopping Cart’‡
  - ‘Buy on Behalf of’ box *
  - ‘Show My Team Carts’ box ‡

- Click ‘Apply’

- Click ‘Including Complete Shopping Carts’ to search for shopping carts that have been submitted for approval.

‡ Teams must be set up in Personalization first in order to have the team shopping cart option on the shopping cart level. The creator of the shopping cart must create the cart as a Team Shopping Cart. See ‘Team Shopping Carts’ for more information (bu.edu/sourcing/how-to-place-orders/).

* Click the ‘Buy on Behalf of’ box to include shopping carts created using the Buy on Behalf of function in the search.
Search the Procurement Tab

To view your cart click the blue shopping cart number link. To view your PO number click the blue Follow-on-Doc*ment link.

- **Review search results:**
  - Shopping Cart Number
  - Status
  - PO Number

- Click blue links for more details
  - Shopping Cart Number
  - Follow-on Document

**Step 8. Review Search Results**

**Step 9. Click blue links for more details**
Sourcing & Procurement
Additional Resources

Ordering Information
Sourcing & Procurement:
Website: www.bu.edu/sourcing
Email: sourcing@bu.edu

Invoice Payment Information
Accounts Payable:
Website: www.bu.edu/ap/resources
Email: invoices@bu.edu