

# SAP and OrderPoint Schools Circular

# 2016 - 7

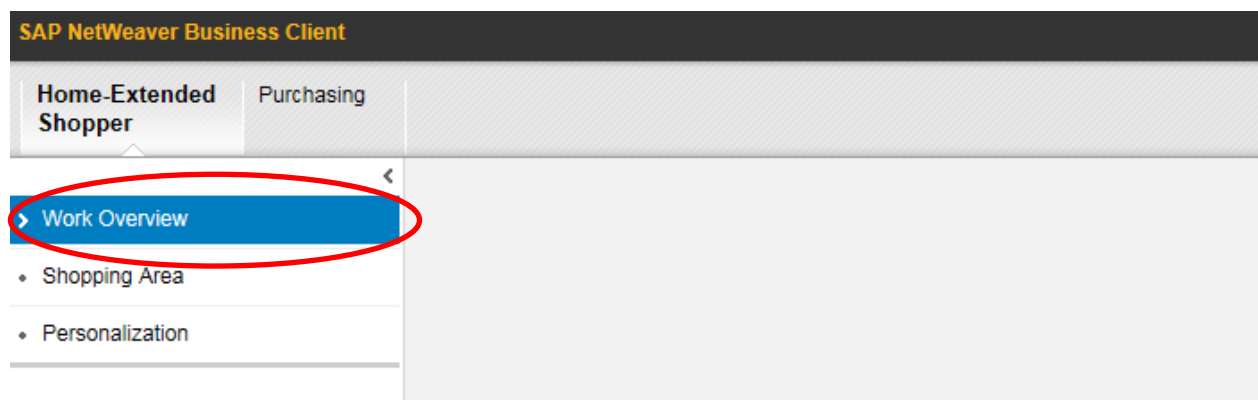
**Title:** How to Process Rejected Shopping Carts  
**Date Released:** 26<sup>th</sup> July 2016  
**Intended Recipients:** School Shoppers

**Executive Summary:** This circular provides information on how to process rejected shopping carts after rejection by Approvers

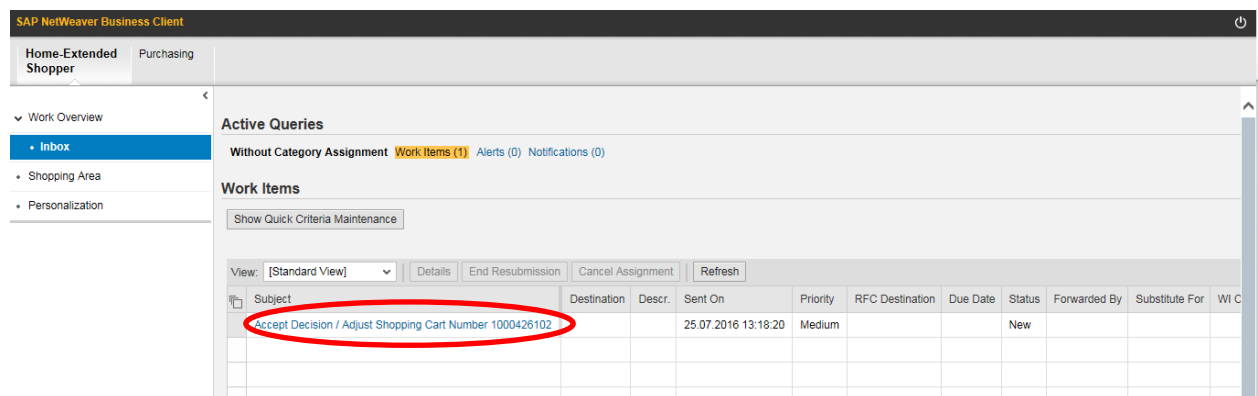
## Important Information for OrderPoint Shoppers

When a shopping cart has been rejected by an Approver you will receive an email into your outlook inbox.

To process a rejected shopping cart log into OrderPoint and click on work overview



Your inbox will be displayed. Click on the rejected work item



Click on Edit

**Accept Changes to Shopping Cart**

Number 1000426102 Document Name Test Shopping Cart Status Awaiting Approval Created On 25.07.2016 13:12:35 Created By G CALVERT

**General Data**

Buy on Behalf of: 4033 G CALVERT Approval Note  
 Name of shopping cart: Test Shopping Cart Please increase Focus Ball Pen Medium Blue to 6 units (01900046 25.07.2016 13:18:16 GMTUK) Add Comment  
 Approval Process: Display / Edit Agents  
 Document Changes: Display

**Item Overview**

Line Number	Rejected	Approved	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date
1	<input type="radio"/>	<input type="radio"/>	Material	LYRECO GEL INK PEN 0.7MM BLK	44120000	Stationery and Office Supplies	Stationery and Office Supplies	2	C...	0.60	GBP	1	26.07.2016
2	<input type="radio"/>	<input type="radio"/>	Material	FOCUS BALL PEN MEDIUM BLUE	44120000	Stationery and Office Supplies	Stationery and Office Supplies	3	C...	1.00	GBP	1	26.07.2016

The following message will be displayed – click on **OK**

**Additional Information**

The document is in approval  
 Any document changes may lead to an adaptation of the workflow process

The following message will be displayed - click on **Continue**

**Change**

Document is in approval; if you continue, the approval process might be restarted

A message will be displayed at the top of the screen. This is ok and you can now make changes to the shopping cart

**Change Shopping Cart and Order**

Document recalled; revision work item has been sent to your inbox

Once you have made the required changes to the shopping cart click on **Order**.

**DO NOT** click "Save" as this will put your shopping cart on hold.

**Change Shopping Cart and Order**

Order Close Save Check Delete

Document recalled; revision work item has been sent to your inbox

Number 1000426102 Document Name Test Shopping Cart Status Awaiting Approval Created On 25.07.2016 13:12:35 Created By G CALVERT

**General Data**

Buy on Behalf of: 4033 G CALVERT Approval Note  
 Name of shopping cart: Test Shopping Cart  
 Default Settings: Set Values  
 Approval Process: Display / Edit Agents  
 Document Changes: Display

Please increase Focus Ball Pen Medium Blue to 6 units ( 01800046 25.07.2016 13:18:16 GMTUK ) Add Comment

**Item Overview**

Details Add Item Copy Paste Duplicate Delete Process All Items

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date	Notes
1	Material		LYRECO GEL INK PEN 0.7MM BLK	44120000	Stationery and Office Supplies	2	C...	0.60	GBP	1	26.07.2016	1
2	Material		FOCUS BALL PEN MEDIUM BLUE	44120000	Stationery and Office Supplies	6	C...	1.00	GBP	1	26.07.2016	1
	Undefined Item Type			ENTERPG	ENTER PRODUCT CATEGORY	1.000		0.00	GBP	1	25.07.2016	0

A message will be displayed stating that the shopping cart has been ordered successfully. This will now be sent for approval.

**Display Document:**

Close Show my Tasks Refresh Copy

Shopping cart "Test Shopping Cart" with number 1000426102 ordered successfully

Number 1000426102 Document Name Test Shopping Cart Status Awaiting Approval Created On 25.07.2016 13:12:35 Created By G CALVERT

**General Data**

Buy on Behalf of: 4033 G CALVERT Approval Note  
 Name of shopping cart: Test Shopping Cart  
 Approval Process: Display / Edit Agents  
 Document Changes: Display

Please increase Focus Ball Pen Medium Blue to 6 units ( 01800046 25.07.2016 13:18:16 GMTUK ) Add Comment

**Item Overview**

Details Add Item Copy Paste Duplicate Delete Process All Items

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date	Notes	Attachments
1	Material		LYRECO GEL INK PEN 0.7MM BLK	44120000	Stationery and Office Supplies	2	C...	0.60	GBP	1	26.07.2016	1	0
2	Material		FOCUS BALL PEN MEDIUM BLUE	44120000	Stationery and Office Supplies	6	C...	1.00	GBP	1	26.07.2016	1	0