



# Shopping Cart: Finding the Purchasing Buyer for your Cart

Use this Job Aid to:

- Locate the purchasing buyer on a shopping cart within SAP

## BEFORE YOU BEGIN

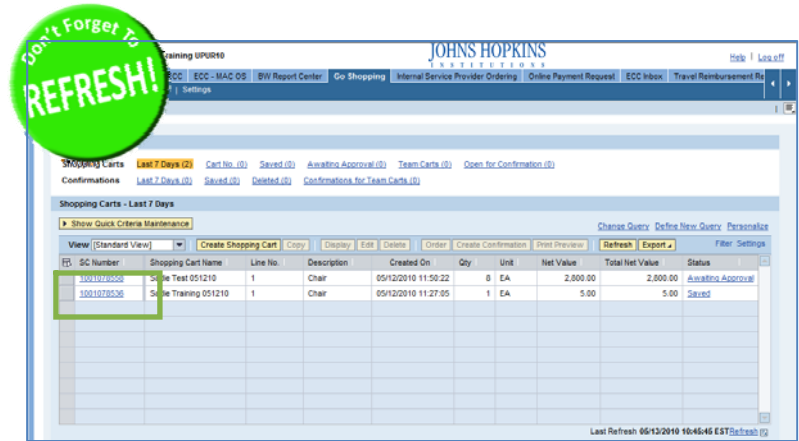
You need to know the shopping cart number for the order you're looking into.

## Finding the Purchasing Buyer for Your Cart

Use this process to locate the buyer for a particular order.

**1. Refresh.** At the Shopping Cart Home Page, always click "Refresh" to make sure that you are viewing the most up-to-date information.

- Locate the order you want to work with and click on the "SC Number" to view the order details.



**2. View the Order Details.** When the order appears, the "Item Data" for the first line in the cart will be displayed automatically.

- The buyer for the order is based on the Product Category number.
- You can find the buyer under the heading "Organization" next to the label "Purchasing Group."

