



Shopping Cart Workflow

Use this Job Aid to:

- Learn workflow rules for Shopping Cart transactions and approvals

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As the user community adapts to SAP Business Suite, **workflow** continues to be one of the most challenging and confusing areas to understand. Given the various ways that workflow occurs from process to process, it is difficult to track the ultimate approval path for each transaction. In addition, this path is often different than the user’s expectations. This guide provides an overview of the Shopping Cart Workflow.

Overview of Shopping Cart Workflow:

- Shopping carts workflow based on the charged account assignment numbers, for example, the asset, cost center, internal order, or the WBS element numbers. **Note:** Other approval levels may apply, such as animal or radioactive purchases.
- One or more shopping cart approvers may be assigned an account assignment. If multiple approvers exist on an account assignment, all of the approvers will see the shopping cart awaiting approval in their SRM inboxes.
- The approver who first accesses and approves the shopping cart completes the approval. When that happens, the work item will disappear from the SRM inboxes of the other approvers. This is the “first one gets it” rule. **Note:** Once an approver “opens” the Shopping Cart in their SAP inbox, the workflow will be removed from the other approvers’ inboxes; formal “approval” of the work is not required for this to occur!

For JHU: Regardless of dollar amount, Shopping carts (except Low Value Purchase Orders “LVPOs”) are required to be approved by the Approver responsible for the charged account assignment.

For JHHS: **Excluding** JHCP & JHHCG, the following approval rules apply: →

Helpful Notes:

- An e-mail (Groupwise, Outlook, etc.) will be sent to each approver for every request they need to approve.
- For shopping carts that request approval from multiple cost centers, each cost center approver will receive the request for approval on their specific line items.
- The SRM/Shopping Cart process involves a separate non-ECC SAP Inbox, referred to as the SRM Inbox on the shopping cart Approval tab.
- If a shopping cart Approver creates a shopping cart with their assigned account assignment, a separate approval is not necessary.

JHHS Approval Rules	
Shopping Cart Amount	Approval(s) Required
\$0 - \$500	No approvals Required
\$501 - \$5,000	Approval Required by “Designee”
\$5,001 - \$100,000	Approval Required by “Owner”
Over \$100,000	Approval Required by “Owner” and “CFO”