# How to approve a shopping cart

1. You can access the shopping cart by clicking on the Log on link in the shopping cart email (will open cart immediately) or by going to simba.psu.edu
   a. If you go through simba.psu.edu, follow these instructions:
      i. Go to Purchasing tab
   b. Click on Shop OnLion tile (a new window will open)
   c. Under the Home tab, click Work Overview
   d. It should open up Work Items that are awaiting approval
      i. Be sure the *Show option is New and In Progress Work Items
      ii. If not, change it to this option and hit the Refresh button toward the center of the screen
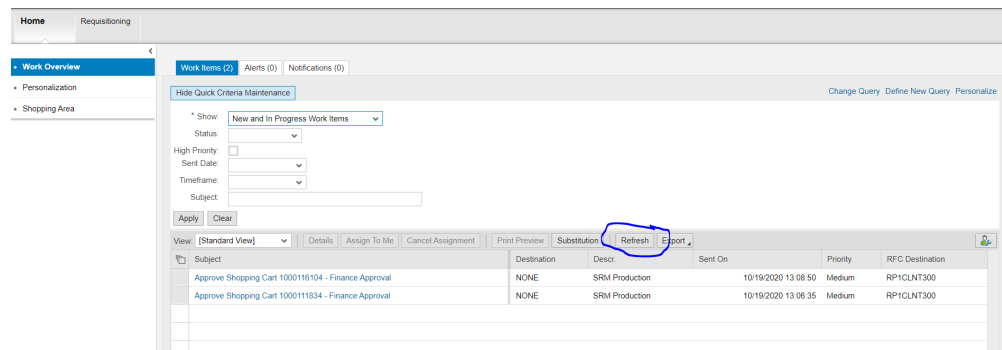
      iii. Click on Approve Shopping Cart link, this will open a new window
2. Follow these steps to review/approve the shopping cart no matter how you accessed the cart.
   a. To review all detailed information, click beside Line Number 0001 and select details
   b. This will pull up all of the detailed information tabs to review, click on each tab to verify/look at the information
      i. On the Account Assignment tab, you will need to click Details again for the information to populate. ***Please be sure to verify Cost Center/IO/Sponsored Program being charged is correct as well as GL Account for each line item***
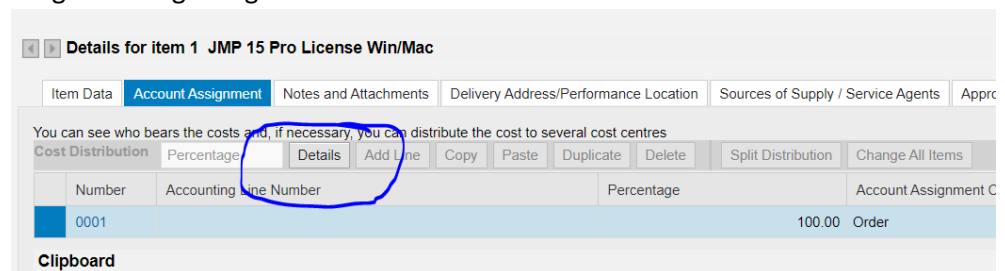

      ii. On the Notes and Attachments, please verify the attachments are correct/attached. Also verify the Purpose of Purchase is completed with detailed information (who, what, why, when, how, where).
      iii. On the Delivery Address, please verify the address is to the correct building & include the room/floor to be delivered to for each line item.
   c. Once all tabs are reviewed, you can either Approve or Reject the cart in the top left corner. If you reject, please enter a comment in the Approval Note section (top right corner) prior to hitting reject

      d. You will then receive a Green check mark message letting you know that the action as completed successfully.

      e. You can then Close the window by clicking Close (top option bar close to the approve/reject buttons)

TIPS:

1) You can use the Yellow Triangle to move through to each line item.
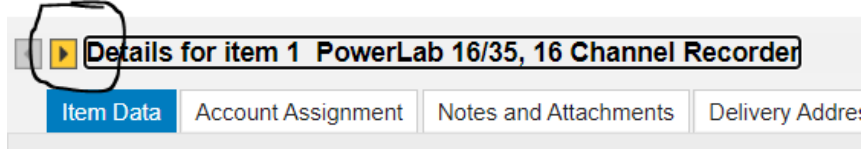
   a.

2) To view all carts or remove ones that have been approved on the Work Items, hit Refresh (toward center of screen – see above image #1 ii)