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.”