

**LESSON 7:  
Processing Order  
Status  
Objectives**

**At the conclusion of  
this lesson, you will  
be able to:**

- \* **View Status for an Order.**
- \* **Describe how to authorize and release a purchase.**
- \* **Select and enter a method of payment for an Order.**
- \* **Receive an Order in ECAT.**

## LESSON 7: Processing Order Status

### 7.1 View Order Status

Order Builders and Authorizers have visibility of the status of their orders. From the Product Search page, click the **Status** tab to display the **Status** page.

Search By Panel - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address [n=1&order\\_by=2&goto\\_prods=true&nrrw\\_prod\\_desc=&inter\\_srch\\_val=&with\\_data=&match\\_val=](#) Go Links Customize Links Free Hotmail Windows

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Product Search

Contact Us | Help | Logoff

Need Help? Contact the ECAT Help Desk at 800-290-8201 or [ecathelp@dscp.dla.mil](mailto:ecathelp@dscp.dla.mil)

Search Working List Address Reorder List Cat **Status** Reports

**Search By:** Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):  
Product Name   Match Exact  Match Any

**Narrow Search By:** Enter one or two words contained in the Supplier's name(terminate with \* for wildcard search) to narrow the search results  
Supplier Name

Narrow by Product Description

Order Search Results  By:

View Products  View Supplier Catalogs

(1 item remaining) Downloading picture [https://medweb.dscp.dla.mil/res/images/unotes\\_e.jpg...](https://medweb.dscp.dla.mil/res/images/unotes_e.jpg...) Unknown Zone

## LESSON 7: Processing Order Status (continued)

### 7.1.1 Order Builder

The **Status** page displays the orders you have submitted and enables you to see if your order has been rejected or released by the **Order Authorizer**. The status of each of your orders is reported on the **Status** page as **Requisition Awaiting Authorization**, **Requisition Authorized**, or **Received**. You can click the **Order ID** of an order to access the **Order Summary Page**, where you can get more specific information about the order.

Click the **Order ID** of an order to access the **Order Summary Page**, where you can view more specific information about the order.

Action	Order ID	Order Description	Originating User ID	Authorizing User ID	Date Submitted	Status	Total
<input type="checkbox"/>	<a href="#">SP0200ESDTEST0003</a>	ECAT Test Supplier A	VANMATERCB	VANMATERCG		Scheduled Order	\$2,481.46
<input type="checkbox"/>	<a href="#">SP0200ESDTEST0001</a>	ECAT Test Supplier B	VANMATERCB	VANMATERCG	26-JUL-02	Requisition authorized	\$92.47

Remove Copy to Cart

Legend: Awaiting Authorization New Status

## LESSON 7: Processing Order Status (continued)

The **Order Summary** page provides **Supplier**, **Delivery Order**, **Ship To**, and **Requisition** information. You can scroll to the bottom of the page to view more information. Click the link in the **Status** column to view the **History For Order** page.

**Supplier:** ECAT Test Supplier B  
**Address:** 10 Broadway  
 Philadelphia, PA 90000

**Delivery Order Number:** SP0200ESDTEST0001  
**Creation Date:** 07-26-2002  
**Order Status:** Requisition authorized  
**Order Submission Date:** 26-JUL-02  
**Method of Payment:** Manual entry of MILSTRIP information  
**Summary Doc Number:** SC020022070003  
**Originating User:** VANMATERCB  
**Authorizing User:** VANMATERCG

**Ship To Address:** DEFENSE SUPPLY CENTER  
 PHILADELPHIA  
 DIRECTORATE OF MEDICAL MATERIEL  
 700 ROBBINS AVENUE  
 PHILADELPHIA, PA 191115096

**Requisition Information:**  
**Routing Identifier Code:** S9M  
**Media Status:** S  
**Distribution Code:**  
**Fund Code:** XP

**Method of Payment:** Manual entry of MILSTRIP information  
**Summary Doc Number:** SC020022070003  
**Originating User:** VANMATERCB  
**Authorizing User:** VANMATERCG

**Ship To Address:** DEFENSE SUPPLY CENTER  
 PHILADELPHIA  
 DIRECTORATE OF MEDICAL MATERIEL  
 700 ROBBINS AVENUE  
 PHILADELPHIA, PA 191115096

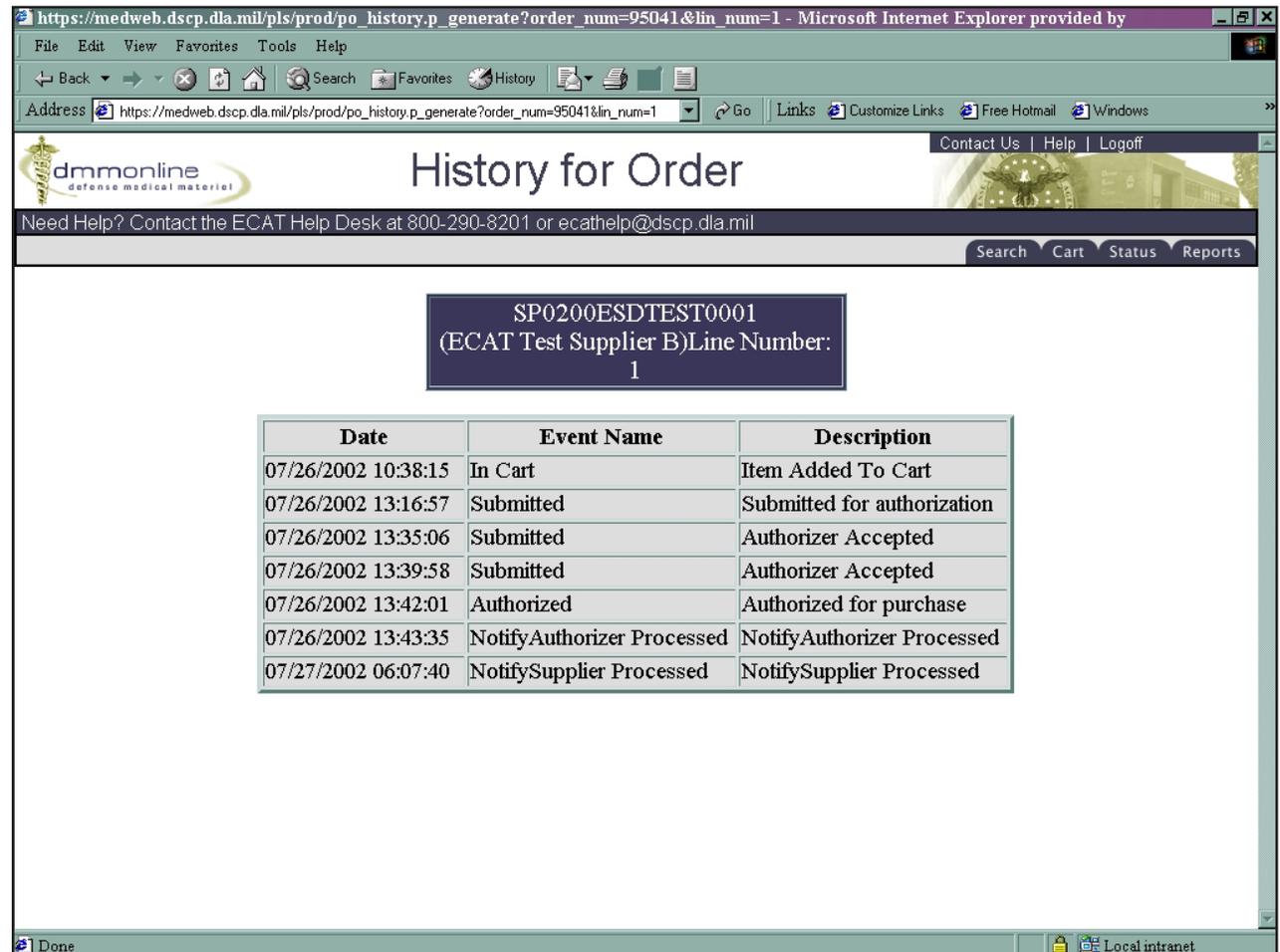
**Requisition Information:**  
**Routing Identifier Code:** S9M  
**Media Status:** S  
**Distribution Code:**  
**Fund Code:** XP  
**Priority:** 06  
**Advice Code:**  
**Project Code:**  
**Signal Code:** A

Qty Ordered	Part #	Product Name	Document Number	Status	Status Date	Unit Price	Ext. Price	LSN
12	1909-384	GLOVES VINYL NS M BX100	SC020022070001	Authorizer Accepted	26-JUL-02	\$4.75	\$57.04	
6	2389-499	GLOVES CRANBERRY VINYL M BX100	SC020022070002	Authorizer Accepted	26-JUL-02	\$5.91	\$35.43	
<b>Supplier Sub-Total:</b>							\$92.47	
<b>Supplier Shipping Total:</b>							\$ .00	
<b>Supplier Total:</b>							\$92.47	

Generated on: 30-JUL-02

## LESSON 7: Processing Order Status (continued)

The **History for Order** page allows you to follow the progression of your order from start to finish.



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### History for Order

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Cart Status Reports

SP0200ESDTEST0001  
(ECAT Test Supplier B) Line Number:  
1

Date	Event Name	Description
07/26/2002 10:38:15	In Cart	Item Added To Cart
07/26/2002 13:16:57	Submitted	Submitted for authorization
07/26/2002 13:35:06	Submitted	Authorizer Accepted
07/26/2002 13:39:58	Submitted	Authorizer Accepted
07/26/2002 13:42:01	Authorized	Authorized for purchase
07/26/2002 13:43:35	NotifyAuthorizer Processed	NotifyAuthorizer Processed
07/27/2002 06:07:40	NotifySupplier Processed	NotifySupplier Processed

Done Local intranet

## LESSON 7: Processing Order Status (continued)

### 7.1.2 Order Authorizer

After an **Order Builder** submits an order, the order is stored in a cache where it remains until reviewed by an **Authorizer**, who can reject or release (accept) the order. From the Product Search page, click the Status tab to display the **Status** page, where you can view orders for which you have Authorizer responsibilities. Orders that are awaiting approval are shaded in red.

To ensure that orders are released in timely manner, an **Authorizer** should log onto ECAT routinely and review the **Status** page.

https://medweb.dscp.dla.mil/pls/prod/po\_status.p\_generate - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address https://medweb.dscp.dla.mil/pls/prod/po\_status.p\_generate

dmmonline defense medical materiel Status

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Action	Order ID	Order Description	Originating User ID	Authorizing User ID	Date Submitted	Status	Total
<input type="checkbox"/>	<a href="#">SP0200ESDTEST0004</a>	ECAT Test Supplier A	VANMATRCB	VANMATRCG		Requisition awaiting authorization	\$1,551.52
<input type="checkbox"/>	<a href="#">SP0200ESDTEST0001</a>	ECAT Test Supplier B	VANMATRCB	VANMATRCG	26-JUL-02	Requisition authorized	\$92.47

Remove Copy to Cart

Legend: Awaiting Authorization New Status

Done Local intranet

**LESSON 7:  
Processing Order  
Status  
(continued)**

**7.2 Release or Reject an Order**

To begin the process of Releasing or Rejecting an Order, first click the **Order ID**. This will take you to the **Authorize Order** Page. The top of the **Authorize Order** page displays information about the order you will be rejecting or releasing (accepting). The information listed is the same as that displayed on the **Order Summary** page, discussed in Section 7.1.1. Scroll to the bottom of the page to reject or accept the order.

**Supplier: ECAT Test Supplier A**  
**Address:** 123 Main Street  
 New York, 88888

**Delivery Order Number:** SP0200ESDTEST0004  
**Creation Date:** 07-30-2002  
**Order Status:** Requisition awaiting authorization

**Order Submission Date:**  
**Method of Payment:** NONE  
**Summary Doc Number:** SC020022110005  
**Originating User:** VANMATERCB  
**Authorizing User:** VANMATERCG

**Ship To Address:** DSCP DIR OF MEDICAL MATERIAL  
 PROCUREMENT AND PRODUCTION  
 DIV  
 700 ROBBINS AVENUE  
 PHILADELPHIA, PA 191115096

**Requisition Information:**  
**Routing Identifier Code:** S9M  
**Media Status:** S  
**Distribution Code:**  
**Fund Code:** XP  
**Priority:** 06

**Mark for text:**

## LESSON 7: Processing Order Status (continued)

The bottom of the **Authorize Order** page displays the line items contained in the order that is highlighted on this page. Scroll down on this page to display and review the line item information.

It is possible that you, as an Authorizer, could have more than one line item per order to review. To choose the line item you want to work with, click the **Selected** action checkbox to the left of the line item at the bottom of the page.

Once you have decided to release (accept) or reject the line item, click on the appropriate button.

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**Mark for text:**  
**Mark for DODAAC:**

**Distribution Code:**  
**Fund Code:** XP  
**Priority:** 06  
**Advice Code:**  
**Project Code:**  
**Signal Code:**

**Order Comment:**

[Save Order Comment](#)

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27		
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.07	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
						<b>Rejected Total:</b>	\$ .00	
						<b>Accepted Total:</b>	\$ .00	
						<b>Total:</b>	\$ .00	

[Select All](#) [Accept](#) [Reject](#) [Submit](#) [Add Order Line Comment](#) [Return Order to Originator](#)

Legend: Accepted Rejected

## LESSON 7: Processing Order Status (continued)

After clicking either the **Accept** or **Reject** button, click the **Submit** button to finalize your decision. This action will open the **Authorize Purchase** window and send any rejected items back to the Order Builder. If all items in the order were accepted, then the process can proceed. However, if you had decided to reject certain items or the entire order, you have more options. Before clicking submit, you could have added a comment to the rejected items, as described in Section 7.2.2.1.

When an order is accepted, the order line will be shaded green. If rejected, the order line will be red.

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Mark for text:  
Mark for DODAAC:

Distribution Code:  
Fund Code: XP  
Priority: 06  
Advice Code:  
Project Code:  
Signal Code:

Order Comment:

Save Order Comment

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27	Accepted	
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.07	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
Rejected Total:						\$0.00		
Accepted Total:						\$1,375.27		
Total:						\$1,375.27		

Select All Accept Reject Submit Add Order Line Comment Return Order to Originator

Legend: Accepted Rejected

**Submit**

PHILADELPHIA, PA 191115096

Mark for text:  
Mark for DODAAC:

Distribution Code:  
Fund Code: XP  
Priority: 06  
Advice Code:  
Project Code:  
Signal Code:

Order Comment:

Save Order Comment

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27	Rejected	
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.07	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
Rejected Total:						\$1,375.27		
Accepted Total:						\$0.00		
Total:						\$1,375.27		

Select All Reject Submit Add Order Line Comment Return Order to Originator

Legend: Accepted Rejected

## LESSON 7: Processing Order Status (continued)

### 7.2.2.1 Add Order Line Comment

If you reject any items in your order, once you click the Reject button the item(s) you reject will be highlighted in red. You will have the opportunity to comment on why you rejected the items. This comment will be sent back to the Order Builder along with the rejected items. To add an Order Comment, select a line using the Action checkbox, click the **Add Order Line Comment** button, which will open the **Add Order Line Comment** page, type your comment in the box, and click the **Save** button.

Authorize Order - Microsoft Internet Explorer provided by DSCP

Supplier: ECAT Test Supplier A  
Address: 123 Main Street  
New York, 88888

Delivery Order Number: SP0200ESDTEST0004  
Creation Date: 07-30-2002  
Order Status: Requisition awaiting authorization

Order Submission Date:  
Method of Payment: NONE  
Summary Doc Number: SC020022110005  
Originating User: VANMATERCB  
Authorizing User: VANMATERCG

Ship To Address: DSCP DIR OF MEDICAL MATERIAL  
PROCUREMENT AND PRODUCTION  
DIV  
700 ROBBINS AVENUE  
PHILADELPHIA, PA 191115096

Requisition Information:  
Routing Identifier Code: S9M  
Media Status: S  
Distribution Code:  
Fund Code: XP  
Priority: 06

Order Comment:

Save Order Comment

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27	Rejected	
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.09	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
						Rejected Total:	\$1,375.27	
						Accepted Total:	\$0.00	
						Total:	\$1,375.27	

Legend: Accepted Rejected

Add Order Line Comments - Microsoft Internet Explorer provided by DSCP

Add Order Line Comment

Test Comment

Save Cancel

## LESSON 7: Processing Order Status (continued)

This action will return you to the **Authorize Order** page. Notice that your comment has been added to the line item, along with your name and the time you added the comment. Remember to click the **Submit** button to complete your rejection of the line item.

Authorize Order - Microsoft Internet Explorer provided by DSCP

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### Authorize Order

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Cart Status Admin Options

<b>Supplier:</b> ECAT Test Supplier A <b>Address:</b> 123 Main Street New York, 88888	<b>Delivery Order Number:</b> SP0200ESDTEST0004 <b>Creation Date:</b> 07-30-2002 <b>Order Status:</b> Requisition awaiting authorization <b>Order Submission Date:</b> <b>Method of Payment:</b> NONE <b>Summary Doc Number:</b> SC020022110005 <b>Originating User:</b> VANMATERCB <b>Authorizing User:</b> VANMATERCG
<b>Ship To Address:</b> DSCP DIR OF MEDICAL MATERIAL PROCUREMENT AND PRODUCTION DIV 700 ROBBINS AVENUE PHILADELPHIA, PA 191115096  <b>Mark for text:</b> <b>Mark for DODAAC:</b>	<b>Requisition Information:</b> <b>Routing Identifier Code:</b> S9M <b>Media Status:</b> S <b>Distribution Code:</b> <b>Fund Code:</b> XP <b>Priority:</b> 06 <b>Advice Code:</b> <b>Project Code:</b> <b>Signal Code:</b>

Order Comment:

Save Order Comment

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL LF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27	Rejected	
		07/30/2002 (from Charles Van Mater): Test Comment						
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.07	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
						<b>Rejected Total:</b>	\$1,375.27	
						<b>Accepted Total:</b>	\$0.00	
						<b>Total:</b>	\$1,375.27	

Select All Accept Reject Submit Add Order Line Comment Return Order to Originator

Legend: Accepted Rejected

Your Comment

## LESSON 7: Processing Order Status (continued)

Authorize Order - Microsoft Internet Explorer provided by DSCP

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### Authorize Order

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Cart Status Admin Options

<b>Supplier:</b> ECAT Test Supplier A <b>Address:</b> 123 Main Street New York, 88888	<b>Delivery Order Number:</b> SP0200ESDTEST0004 <b>Creation Date:</b> 07-30-2002 <b>Order Status:</b> Requisition awaiting authorization <b>Order Submission Date:</b> <b>Method of Payment:</b> NONE <b>Summary Doc Number:</b> SC020022110005 <b>Originating User:</b> VANMATERC B <b>Authorizing User:</b> VANMATERC G
<b>Ship To Address:</b> DSCP DIR OF MEDICAL MATERIAL PROCUREMENT AND PRODUCTION DIV 700 ROBBINS AVENUE PHILADELPHIA, PA 191115096  <b>Mark for text:</b> <b>Mark for DODAAC:</b>	<b>Requisition Information:</b> <b>Routing Identifier Code:</b> S9M <b>Media Status:</b> S <b>Distribution Code:</b> <b>Fund Code:</b> XP <b>Priority:</b> 06 <b>Advice Code:</b> <b>Project Code:</b> <b>Signal Code:</b>

**Order Comment:**

[Save Order Comment](#)

Selected	Quantity	Product Name	Product Number	Document Number	Unit Price	Ext. Price	Status	LSN
<input checked="" type="checkbox"/>	10	GLOVES VINYL PF SM 100/PK	19278509	SC020022110001	\$137.53	\$1,375.27	Rejected	
07/30/2002 (from Charles Van Mater): Test Comment								
<input type="checkbox"/>	10	GLOVES, VINYL LP LG BX 100	5762D42	SC020022110002	\$4.38	\$43.76		
<input type="checkbox"/>	10	GLOVES VINYL NS S BX100 QUALA	2536-856	SC020022110003	\$6.07	\$60.69		
<input type="checkbox"/>	10	GLOVES, VINYL, 5mil	5762R30	SC020022110004	\$7.18	\$71.81		
<b>Rejected Total:</b>						\$1,375.27		
<b>Accepted Total:</b>						\$ .00		
<b>Total:</b>						\$1,375.27		

[Select All](#) [Accept](#) [Reject](#) [Submit](#) [Add Order Line Comment](#) [Return Order to Originator](#)

Legend: Accepted Rejected

### 7.2.2.2 Return to Originator

If you, as an Order Authorizer, decide you want to reject an entire order, you can send it back to the Order Builder's Cart by using the **Return to Originator** feature on the Authorize Order page.

When you return an order, you might decide that you want to attach a comment to the Order Builder explaining your reasons for returning the order to him/her. To do this, you can enter an Order Comment in the **Order Comment** field and then click the **Save Order Comment** button to save the comment.

Click the **Return to Originator** button at the bottom of the screen to return the order to the Order Builder who submitted it.

## LESSON 7: Processing Order Status (continued)

When the Order Builder who submitted the returned order checks his/her Status page, he/she will find the returned order with the words "Returned to Cart" in the Status Column. If the Order Authorizer attached an Order Comment to the returned order, there will be a paper icon in the Order ID field next to the Order ID number. The Order Builder can view the comment by clicking this icon. Please be sure to click the [icon](#) to view the order comment, not the order ID number itself.

Action	Order ID	Order Description	Originating User ID	Authorizing User ID	Date Submitted	Status	Tot
<input type="checkbox"/>	<a href="#">SP0200ESDTEST0003</a>	ECAT Test Supplier A	VANMATERCB	VANMATERCG		Scheduled Order	\$2,48
<input type="checkbox"/>	 <a href="#">SP0200ESDTEST0004</a>	ECAT Test Supplier A	VANMATERCB	VANMATERCG		Returned to Cart	\$1,55
<input type="checkbox"/>	<a href="#">SP0200ESDTEST0001</a>	ECAT Test Supplier B	VANMATERCB	VANMATERCG	26-JUL-02	Requisition authorized	\$9

Remove Copy to Cart

Legend: Awaiting Authorization New Status

Delivery Order Id: [SP0200ESDTEST0004](#)  
Recalled to Cart

Quantity	Product Name	Product Number	Unit Price	Document Number	Price
10	GLOVES VINYL PF SM 100/PK	19278509	\$134.83	SC020022110001	\$1,375.27
07-30-2002 (from Charles Van Mater): Test Comment					
10	GLOVES, VINYL LP LG BX 100	5762D42	\$4.29	SC020022110002	\$43.76
10	GLOVES VINYL NS S BX100 QUALA	2536-856	\$5.95	SC020022110003	\$60.69
10	GLOVES, VINYL, 5mil	5762R30	\$7.04	SC020022110004	\$71.81

Close

### 7.3 Select Order Payment

Depending on how your profile was set up when you initially established your ECAT account, you may next be required to select your method of payment and enter your Bill to Dodaac on the **Authorize Purchase** page. If you specified this information when your account was created, then you will not see this page, and instead will go directly to the next page.

If you did not specify this information when you created your account, then after accepting an order and finalizing it by clicking on the Submit button at the bottom of the **Authorize Order** page, you, as the Order Authorizer, must now determine method of payment. This is done by selecting an option in the **Select Payment Method** drop-down box on the **Authorize Purchase** page.

After choosing your method of payment, you should enter in the Bill to Dodaac box the Dodaac to which the order will be billed.

When you are finished, click the **Submit** button to complete the transaction.

https://medweb.dscp.dla.mil/pls/prod/po\_authorize.what\_to\_do - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address https://medweb.dscp.dla.mil/pls/prod/po\_authorize.what\_to\_do Go Links Customize Links Free Hotmail Windows

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Authorize Purchase

Contact Us | Help | Logoff

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Search Cart Status Admin Options

Select Payment Method: Manual entry of MILSTRIP information

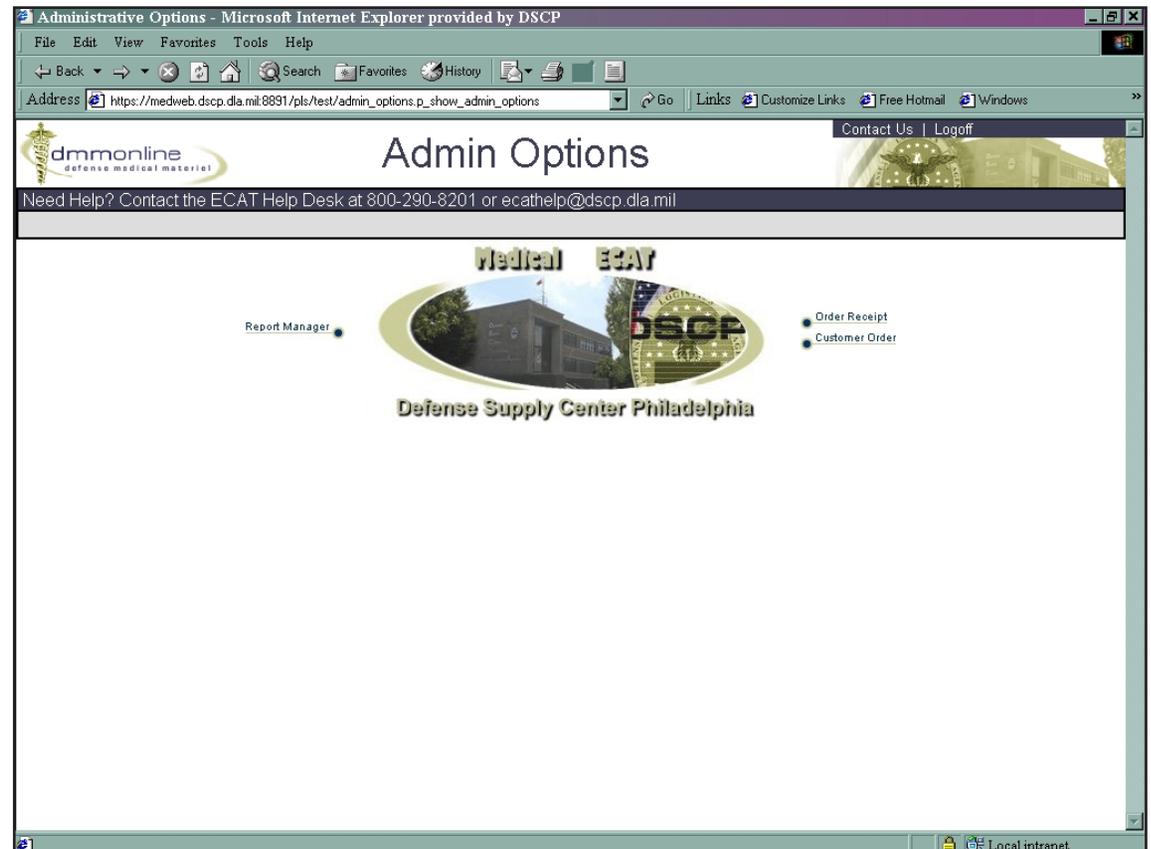
Please select the Bill To Dodaac: SC0200 (User Dodaac)

Submit

Local intranet

## 7.4 Order Receipt

Those users with Order Receipt capabilities will have access to the **Admin Options** page. If you do not see this option and would like it added to your user profile, please contact the ECAT Help Desk (Appendix C) for assistance. Click the **Order Receipt** link to proceed to the **Order Receipt** page.



## LESSON 7: Processing Order Status (continued)

After a shipment of items is received, certain ordering activities will want to indicate in ECAT that they have received part or all of the items in the delivery order. ECAT calls this the **Order Receipt** functionality, and only users designated as Receipt Personnel will have access to it.

To access this page, click the Order Receipt link on the Admin Options page that is displayed when you first log in to the application or when you click the Admin Options tab from anywhere in the application. The Order Receipt page is where you will enter the delivery order number of the shipment you wish to mark items for.

- \* Enter the **Delivery Order Number (DO)** and press **Find**.

**OR**

- \* Click the appropriate **Delivery Order** number in the Delivery Order Number view box.

Select Delivery Order Number - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address [https://medweb.dscp.dla.mil:8891/pls/test/order\\_receipt.showOrders](https://medweb.dscp.dla.mil:8891/pls/test/order_receipt.showOrders) Go Links Customize Links Free Hotmail Windows

Order Receipt

Need Help? Contact the ECAT Help Desk at 800-290-8201 or [ecathelp@dscp.dla.mil](mailto:ecathelp@dscp.dla.mil) Contact Us | Help | Logoff

Order Receipt Admin Options

Please enter a Delivery Order Number:  Find

To view order receipt information, select a delivery order number from the list.

(Delivery Order Number)

SF020001DTEST0049

Done Local intranet

## LESSON 7: Processing Order Status (continued)

Once you have selected the delivery order you wish to view, the **Order Receipt Comments** page will open.

Using the comment field at the top of the page, enter comments about the entire order, or using the comments field in the middle of the page, enter comments about an individual product within the order. Click the Received checkbox to mark which items in the order were received in each shipment. To mark the entire order as Received, click the Receive All button at the bottom center of the page.

### Comment Fields

### Received checkbox

### Receive all button

Order Receipt Comments - Microsoft Internet Explorer provided by DSCP

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### Order Receipt Comments

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Order Receipt Admin Options

**Delivery Order Number: SP020001DTEST0049**

05-15-2002 (from Janet Mays): Partially filled

Comment:

Received	Quantity	Product Name	Product Number	Unit Price	Document Number	Price
<input checked="" type="checkbox"/>	21	TEST	TEST1	\$1.00	SC02002106TSTA	\$21.78

05-15-2002 (from Janet Mays): received

Comment:

Save Receive All Done

Error on page. Local intranet

## LESSON 7: Processing Order Status (continued)

Once you have marked all the items you wish to mark and entered all of your comments, click the **Save** button at the bottom of the Order Receipts Comments page to save your work. Notice that the application has moved your comments into the gray area above the comments field.

When you are through entering comments, click the **Done** button to return to the Order Receipts page. To return to the Administrative Options page, click the Admin Options tab at the top of the page.

**Saved comments**

Order Receipt Comments - Microsoft Internet Explorer provided by DSCP

dmmonline  
defense medical materiel

### Order Receipt Comments

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Order Receipt | Admin Options

**Delivery Order Number: SP020001DTEST0049**

05-15-2002 (from Janet Mays): Partially filled  
07-30-2002 (from Janet Mays): Order completed.

Comment:

Received	Quantity	Product Name	Product Number	Unit Price	Document Number	Price
<input checked="" type="checkbox"/>	21	TEST	TEST1	\$1.00	SC02002106TSTA	\$21.78

05-15-2002 (from Janet Mays): received

Comment:

**Save** **Receive All** **Done**

**Save button**

**Done button**

Below are a few questions designed to reinforce the material presented in the preceding lesson.  
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

## Lesson 7 Questions

### 1. How do you view the status of an order?

- a. Click the link in the Status column on the Order Summary page
- b. Click the Status tab to display the Status page
- c. Call the ECAT Help Desk
- d. Click the Order ID of an order

### 2. If you were an Order Builder, what would the Status Page display?

- a. Orders you have submitted and whether your order has been rejected or released by the Order Authorizer
- b. More specific and detailed information about the contents of your order
- c. A table that enables you to follow the progression of your order from start to finish
- d. Supplier, Delivery Order, Ship To, and Requisition information

### 3. If you were an Order Authorizer, what would the Status Page display?

- a. More specific and detailed information about the contents of the order
- b. A table that allows you to follow the progression of your order from start to finish
- c. Orders submitted by an Order Builder for which you have Authorizer responsibilities
- d. Orders you have submitted and whether your order has been rejected or released by the Order Authorizer

### 4. What step or steps would an Order Authorizer take to release line items in an order?

- a. Click the Order ID on the Status page, click the Action checkbox next to the items he or she wants to accept, and then click the Accept button
- b. Click the Order ID on the Order Summary page
- c. Click the Order ID on the Status page, and then click the Status column on the Order Summary Page
- d. Click the Order ID on the Status Page, and then click the Accept button

- 5. What action results when the Order Authorizer clicks the Submit button on the Authorize Order page?**
  - a. The line item is returned to the Order Builder who submitted it
  - b. The Add Order Line Comment page appears
  - c. The bottom of the Authorize Order page displays the line items contained in the order
  - d. The Authorize Purchase window opens
  
- 6. What two pieces of information might the Order Authorizer need to enter on the Authorize Purchase page if they were not specified when the account was created?**
  - a. The method of payment and the name of the facility
  - b. The method of payment and the Bill to DoDAAC
  - c. The name of the facility and the Bill to DoDAAC
  - d. None of the above
  
- 7. What action does the Order Authorizer perform to complete the transaction after authorizing a purchase?**
  - a. Click the Return to Originator button
  - b. Click the Submit button
  - c. Click the Status tab
  - d. Click the Order ID of an order
  
- 8. Why would the Order Authorizer want to add an Order Comment?**
  - a. To notify the Order Builder on the status of the items
  - b. To send comments to the Order Builder on why the items were accepted
  - c. To notify the Order Builder that the items were released
  - d. To send comments to the Order Builder on why the items were rejected

**9. How would the Order Authorizer add an Order Comment?**

- a. Click the Add Order Line Comment button, type in the comment in the box, and click the Save button
- b. Select a line using the Action checkbox, click the Add Order Line Comment button, type in the comment in the box, and click the Save button
- c. Select a line using the Action checkbox, type in the comment in the box, and click the Save button
- d. Click the Order Comment button, type in the comment in the box, and click the Submit button

**10. Once a shipment of items is received, what do Receipt Personnel indicate using the Order Receipt functionality?**

- a. That they have received part or all of the items in the delivery order
- b. The ordering facility that they represent
- c. Their DoDAAC
- d. Whether they have access to the Admin Options page

**11. What happens when the Receipt Personnel have selected the delivery order they wish to view?**

- a. The Authorize Purchase page will open
- b. The Order Receipt page will open
- c. The Order Receipt Comments page will open
- d. The Administrative Options page will open