U Market Document Search

This job aid is for shoppers, requesters, and others interested in tracking documents related to the purchase of goods in U Market.

1. Navigate to the U Market Home/Shop page.
2. Hover over the documents icon so the Orders & Documents fly out menu shows.

3. Select “Search Documents” from the fly out menu.

4. There are two ways to use the simple search fields:
   a. Select the type of document to search (Cart, Purchase Order, or Invoice) and the appropriate dates from the drop-down menus. Click <Go>.
   b. Type search terms in the blank field. Click <Go>.

5. After conducting a search, searches can be refined using filters, located on the left side of the screen. Change the date range or filter by document type, supplier, or product flags. To remove a filter, uncheck the filter box or select Remove All to remove all filters.
6. There are several ways to use the advanced search function for document searches. Enter information into one or more fields to narrow your search.

   a. Enter a specific document number (i.e., requisition number, purchase order number, cart number, etc.) in the **Document Number(s)** field. Click **<Go>**.

   b. Enter information from the purchase order in the **Document Information** fields (i.e., names of shoppers or requesters, dates, total dollar amount, supplier name). Click **<Go>**.

   c. Enter specific catalog numbers or product descriptions in the **Item/Product Information** fields to locate documents containing those products. Click **<Go>**.

   d. Click the checkboxes to search for documents that include products with flags such as green, hazardous material, or controlled substance. Click **<Go>**.

7. Add more information to more search fields to narrow your search further.