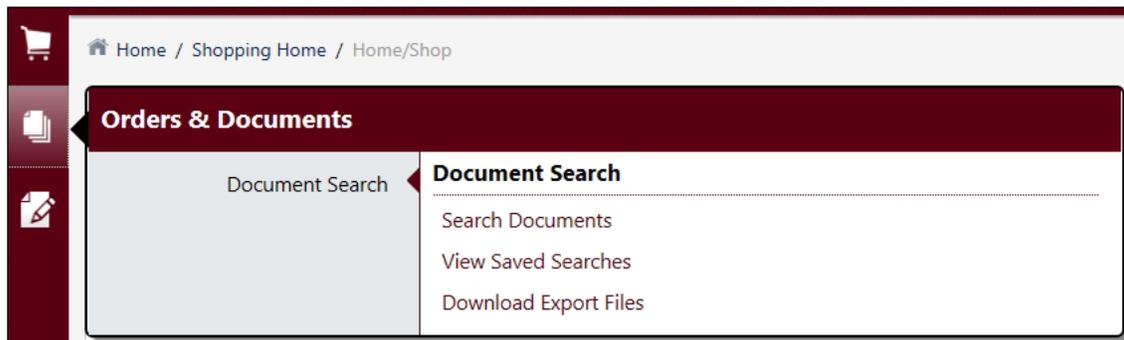


U Market Document Search

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.

U Market Document Search (cont.)

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>.

Search All Documents simple search

Go

General Document Identification

Document Number(s)

Document Information

Participant(s)

Owner

Date All Dates

Total Amount

Supplier

Item/Product Information

Catalog Number(SKU)

Product Description

Product Flags

<input type="checkbox"/> Controlled substance	<input type="checkbox"/> Energy Star
<input type="checkbox"/> Green	<input type="checkbox"/> Hazardous material
<input type="checkbox"/> Rad Minor	<input type="checkbox"/> Radioactive
<input type="checkbox"/> Recycled	<input type="checkbox"/> Select Agent
<input type="checkbox"/> Toxin	

Go

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