

M-marketsite Browse Only: Assigned Cart History

Overview

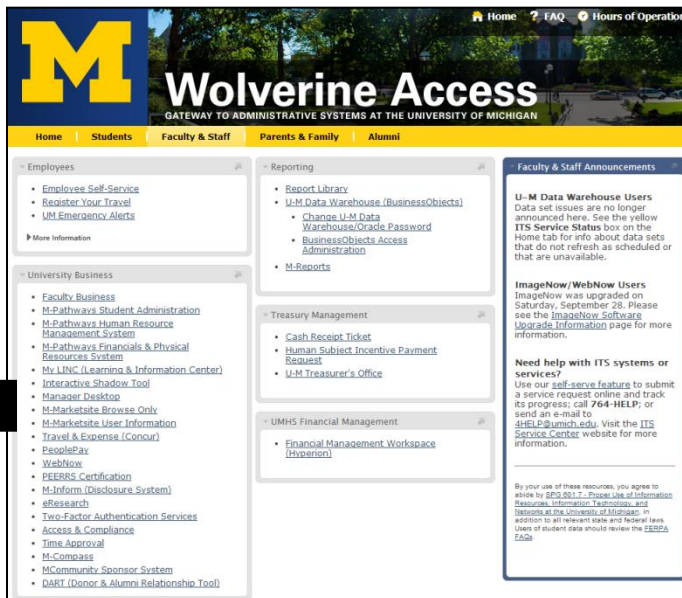
Search Document allows you to access and view details on all your M-marketsite orders/carts. You can also use Search Document to look up items you've ordered previously from hosted catalogs and add them to your current shopping cart.

Navigation

<https://wolverineaccess.umich.edu/>

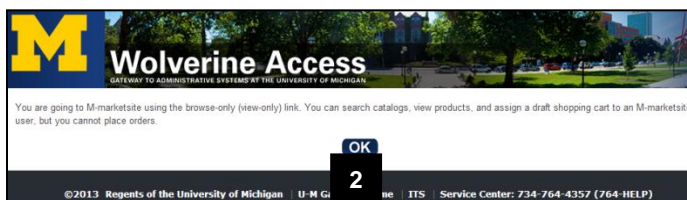
Wolverine Access > University Business > **M-Marketsite Browse Only**

Wolverine Access – University Business Page



1. Click the **M-Marketsite Browse Only** link.

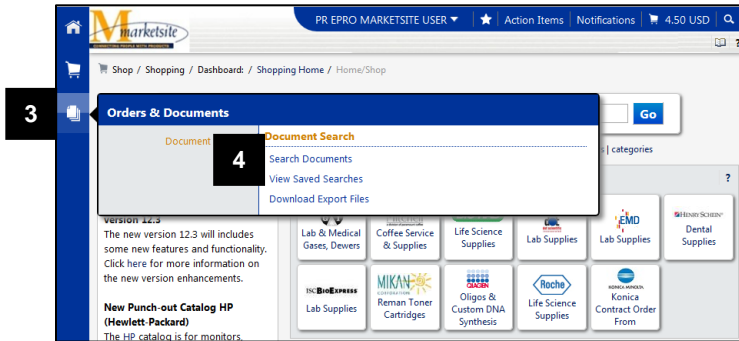
M-marketsite Browse Only Warning



Note: A system message displays to remind users that the **M-MARKETSITE BROWSE ONLY** site does not allow browsers the ability to place orders.

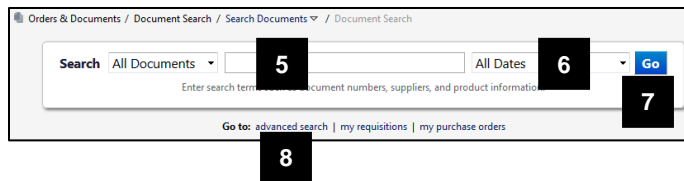
2. Click .

M-marketsite Home Page



3. Click on the **Orders & Documents** menu.
4. Click **Search Documents**.

Document Search Page



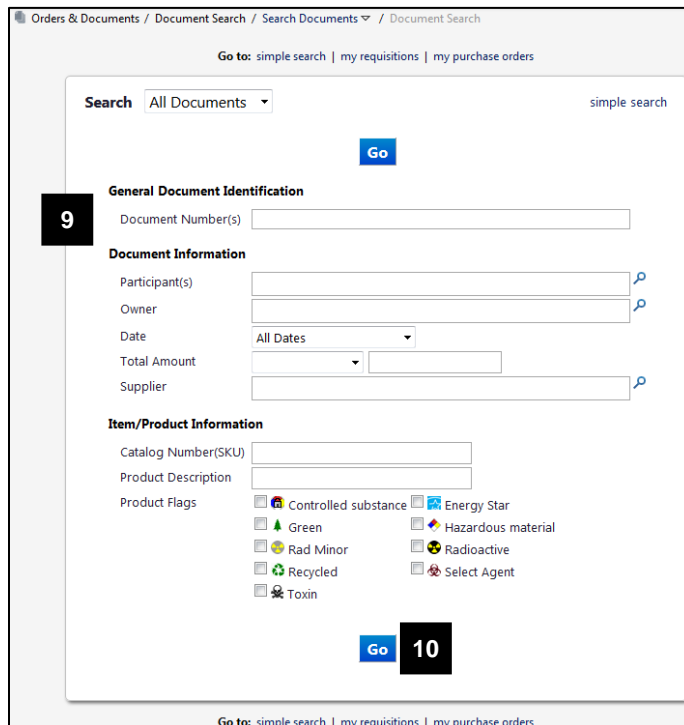
Document Search

5. Enter the user name, cart number, or supplier name in the **Search** field.
6. Select a date option from the drop-down field.
7. Click **Go**.

Or,

8. Click **advanced search**.

Document Search Page



Advanced Search

9. Type the appropriate information in the search fields.
10. Click **Go**.

Document Search Results Page

Orders & Documents / Document Search / Search Documents / Document Search

start new search edit search

Showing 1 - 5 of 5 results All Dates

Results per page: 20 Sort by: Best match Page 1 of 1

| Document Number | Document Type | Document Owner | Document Date/Time | Supplier | Document Total |
|-----------------|---------------|-------------------------|---------------------|---|----------------|
| 1032187 | Requisition | PR EPRO MARKETSITE USER | 9/12/2013 3:59 PM | Arbor Mitchell/a Division of Paramount Coffee | 46.70 USD |
| 11 | Requisition | PR EPRO MARKETSITE USER | 9/12/2013 3:58 PM | Arbor Mitchell/a Division of Paramount Coffee | 46.70 USD |
| 1026785 | Requisition | PR EPRO MARKETSITE USER | 8/29/2013 3:47 PM | Arbor Mitchell/a Division of Paramount Coffee | 46.70 USD |
| 1018639 | Requisition | PR EPRO MARKETSITE USER | 8/29/2013 3:07 PM | Arbor Mitchell/a Division of Paramount Coffee | 4.67 USD |
| 596889 | Requisition | EPRO & NONPO VCHR USER | 10/18/2012 10:08 AM | Arbor Mitchell/a Division of Paramount Coffee Bio-Rad Laboratories | 274.70 USD |

11. Click on the **Document Number** to view the requisition summary.

Requisition Summary Page – Requisition Tab

Requisition Comments Attachments History

Summary

Hide header Hide value descriptions

| General | Codes | Ship To |
|---|--|--|
| Cart Name: 2013-09-12 maisinbj 02 Prepared by: PR EPRO MARKETSITE USER | Shortcode: 418035 PURCHASING DISCRETIONARY - UIP Dept Ref #: no value | Attention to (30 characters) RM 7071 Joe Jetta Email prps@umich.edu PhoneNumber 734-555-1212 WOLVERINE TOWER Address Line 1 3003 S STATE STREET Address Line 2 ANN ARBOR City, MI State 48108 1658 Zip Code US COUNTRY |

Supplier / Line Item Details

Hide line details For selected line items: Add To Favorites Go

Arbor Mitchell/a Division of Paramount Coffee

more info...
Fulfillment Address 1
844 Highland Drive, Ann Arbor, MI 48108 US

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price |
|--|------------|------------------|------------|----------|------------|
| 1 Bigelow Green Tea with Lemon Bags 28ct | 3171 | 28ct EA | 4.67 | 10 EA | 46.70 USD |

Manufacturer Name: Bigelow
UNSPSC: 50-20-17-00
Commodity Code: no value

Supplier subtotal: 46.70USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

| | |
|----------|-----------|
| Subtotal | 46.70 |
| Total | 46.70 USD |

12. The **Requisition** tab displays the Req number, Date, Subtotal, Cart Name, Order Status, and the PO number if the order has been sent to the supplier.

13. Click the **History** tab.

Requisition Summary Page – History Tab

Requisition Comments Attachments History

Click to filter history Export CSV

Results per page: 20 Records found: 3 Page 1 of 1

| Line No | Date/Time | User | Action | Field Name | From | To | Note |
|---------|-------------------|-------------------------|-----------------------|------------|-----------|--------|------|
| | 9/12/2013 3:59 PM | PR EPRO MARKETSITE USER | Requisition submitted | | | | |
| | 9/12/2013 3:59 PM | PR EPRO MARKETSITE USER | Requisition modified | Shortcode | empty | 418035 | |
| Line 1 | 9/12/2013 3:58 PM | PR EPRO MARKETSITE USER | New Line added | 3171 | favorites | | |

14. The **History** tab displays when items were added, when the cart was assigned, and when it was submitted or returned to M-Pathways.