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.
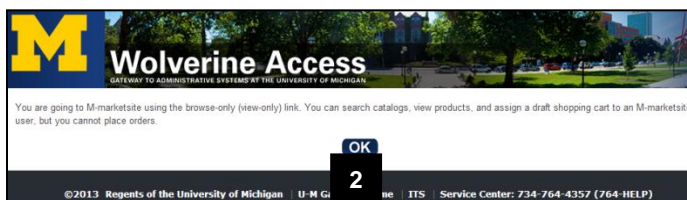
Navigation

https://wolverineaccess.umich.edu/

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

Wolverine Access – University Business Page
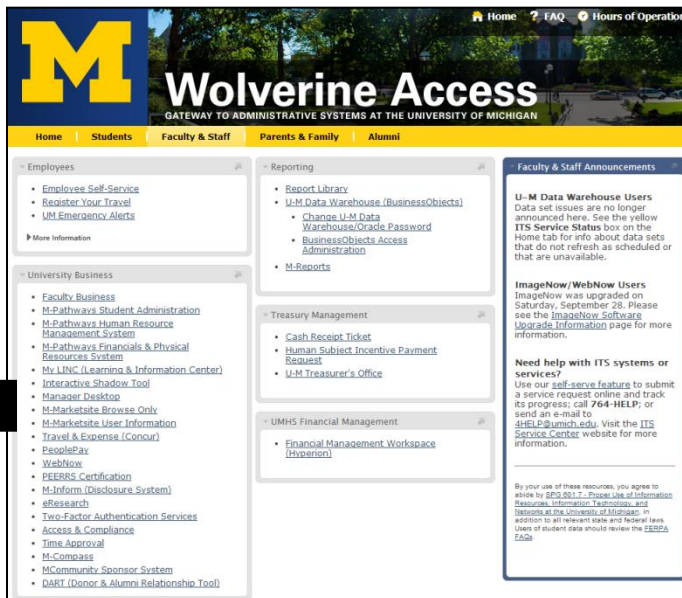
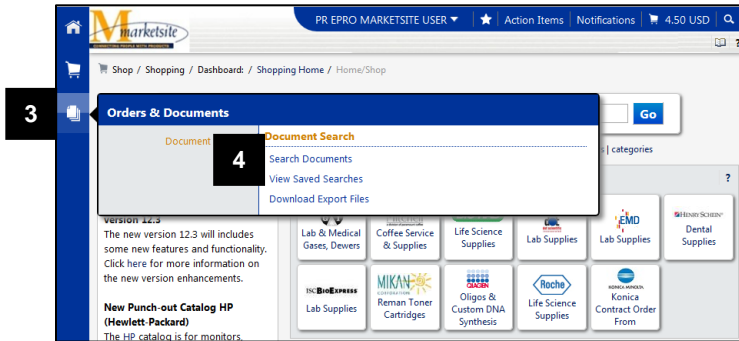1. Click the **M-Marketsite Browse Only** link.

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.
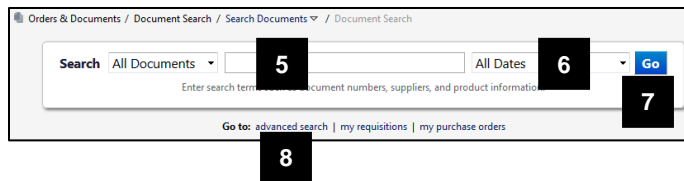
2. Click **OK**.

M-marketsite Home Page

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

4. Click **Search Documents**.

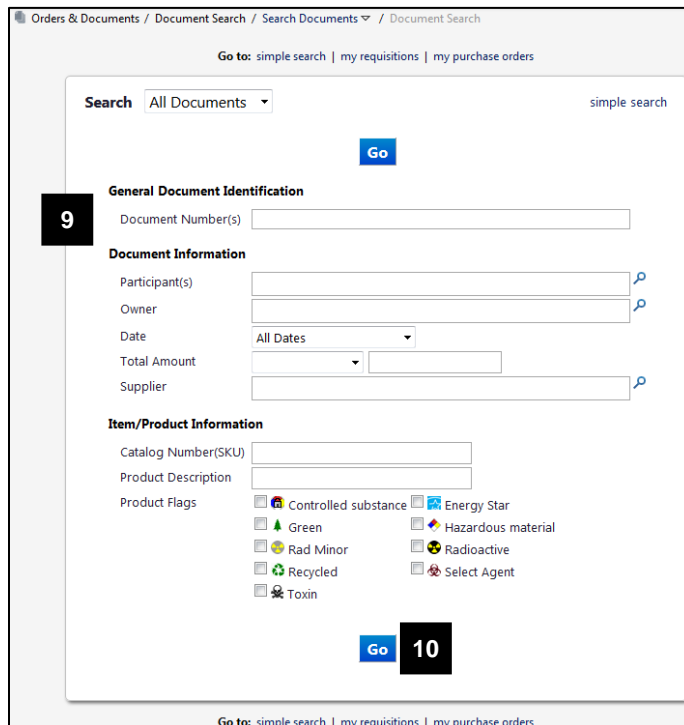## Document Search Page

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**.

Advanced Search

9. Type the appropriate information in the search fields.

10. Click [Go].

Document Search Page

Document Search Results Page

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

Requisition Summary Page – Requisition Tab

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

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