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 > Faculty & Staff > M-Marketsite (Browse Only)

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.

1. Click Continue to M-Marketsite (Browse Only).

M-marketsite Home Page

2. Click the Orders & Documents menu.
3. Click All Orders.

Document Search Page

4. Select a Created Date option from the drop-down field.
5. Enter the user name, cart number, or supplier name in the Search field.
6. Click Search.
7. Click the **Order Identifier** to view the requisition summary.

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

9. Click the **History** tab.

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