

M-marketsite Browse Only: Assigned Cart History

Overview

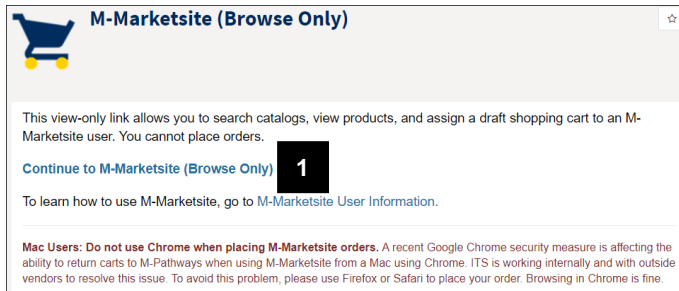
Search Document allows you to access and view details on all your M-marketsite orders/carts. You can also use Search Document to look up items you've ordered previously from hosted catalogs and add them to your current shopping cart.

Navigation

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

Wolverine Access > Faculty & Staff > **M-Marketsite (Browse Only)**

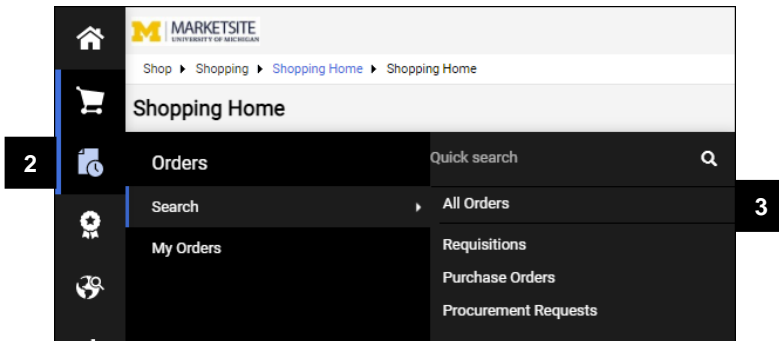
M-marketsite Browse Only Warning



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**.

Document Search Results Page

Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
3189296	Requisition		PR EPRO MARKETSITE USER	3/2/2021 2:11:01 PM		SIGMA ALDRICH INCORPORATED	70.00 USD
3179346	Requisition		PR EPRO MARKETSITE USER	2/17/2021 12:25:18 PM		DOT SCIENTIFIC INCORPORATED	48.00 USD

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7. Click the **Order Identifier** to view the requisition summary.

Requisition Summary Page – Summary Tab

Status	Item	Catalog No.	Unit Price	Quantity	Ext. Price
	Glass Marking Pen	64800-U	7.00	Qty: 10 EA	70.00

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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.

Requisition Summary Page – History Tab

Line No	Date/Time	User	Action	Field Name	From	To	Note
	3/2/2021 2:11 PM	PR EPRO MARKETSITE USER	Requisition submitted				
Line 1	3/2/2021 2:11 PM	PR EPRO MARKETSITE USER	Requisition modified	Quantity	4	10	
Line 1	3/2/2021 2:11 PM	PR EPRO MARKETSITE USER	New Line added	64800-U	Product search		empty

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