


## OVERVIEW

In BuyU, you may track the progress of a cart you submit through the creation of the purchase order and see when it was distributed to the supplier.







## MY ORDERS

To view a list of all documents you submitted in the past 90 days, hover over the  icon, then hover over **My Carts and Orders** and then select **View My Orders (Last 90 Days)**. Your screen will look similar to the one below.


Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
✓ 1361401	Office Depot	r45	Test Requester	6/2/2015 2:29 PM	1,668.80 USD
✓ 1361272	Henry Schein	r44	Test Requester	6/2/2015 2:12 PM	1,490.00 USD
✓ 1361264	VWR International	r43	Test Requester	6/2/2015 11:25 AM	379.84 USD
✓ 1361168	Sigma-Aldrich	r42	Test Requester	6/2/2015 10:56 AM	3,580.00 USD
1361165	Sigma-Aldrich	r41	Test Requester	6/2/2015 9:57 AM	4,292.00 USD

## REQUISITION HISTORY

Search for a requisition that you submitted using criteria in the document search.

- Hover over the  icon in the left navigation bar, and then select **Search Documents**.
- Click on the **my requisitions** link.
- The last 90 days of requisitions are shown by default. To change the date range displayed, click the **Last 90 days** drop-down menu, and choose the time frame for your search.
- You can further refine your search by other criteria, including by Current Workflow Status, Supplier, Department, Prepared By, Approved By, Custom Fields, Product Flags and more.
- You will be presented with a list of purchase requisitions (or PR's) that met your criteria.
  - A status of  indicates that the PR is still in workflow.
  - A status of  indicates that the PR has been fully approved.
  - A status of  indicates that the PR has been fully rejected.
  - A status of  indicates that the PR has at least one line rejected and one line approved.
  - A status of  indicates that the PR has been withdrawn from workflow.
- Click on a **requisition number** to open that requisition.
- Click on the **History** tab from within the requisition to see the history of the requisition and the purchase order number(s) that were created.

## MY PURCHASE ORDERS

Hover over the  icon, then select **Search Documents** followed by the **my purchase orders** link. This link displays a list of all purchase orders that you have submitted in the past 90 days. This link operates in the same manner as the **my requisitions** link.

## PURCHASE ORDER HISTORY

To view the details of a purchase order:

- Follow the same steps you followed for viewing the history of a requisition, except you will be working from the **my purchase orders** link.
- When you locate your purchase order, click on the **purchase order number**.
- Click on the **Status** tab to see the status for the purchase order as shown in the example below:

Document Status		?
Workflow	✓ Completed (6/2/2015 2:31 PM)	
Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: cXML (Electronic Integration) Manual	view
Distribution Date/Time	6/2/2015 2:31 PM	
Supplier	Sent To Supplier	view

In this example, you can see that the purchase order was distributed to the supplier via cXML on 6/2/2015 at 2:31 PM.

## EXPORT SEARCH RESULTS


You can export the results of a search in BuyU.

- After conducting a search, in the left column of the page, click **Export Search** and a pop-up window will appear.
- Enter a unique file name to distinguish this export file from others.
- Enter an optional file description.
- Select the **Export type**: *Screen Export*, *Transaction Export*, or *Full Export*
- Click **Submit** to export the search results.

The export file will be a Microsoft Excel file saved in .ZIP format.

**Note:** The time required to complete this export request depends upon the size of the request as well as the size and number of other pending requests.

## To download export files:

- Hover over the  icon, then select **Download Export Files**.
- Click the **file name** to download the export file.