

Document Search Quick Reference Guide



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.

- 1. 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.
- 4. 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.
- 5. You will be presented with a list of purchase requisitions (or PR's) that met your criteria.
 - a. A status of indicates that the PR is still in workflow.
 - b. A status of ✓ indicates that the PR has been fully approved.
 - c. A status of X indicates that the PR has been fully rejected.
 - d. A status of vindicates that the PR has at least one line rejected and one line approved.
 - e. A status of findicates that the PR has been withdrawn from workflow.
- 6. Click on a **requisition number** to open that requisition.
- History tab from within the requisition to see the history of the requisition and the purchase order number(s) that were created.

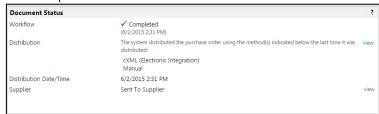
MY PURCHASE ORDERS

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:

- 1. 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:



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 SEACH RESULTS

You can export the results of a search in BuyU.

- 1. After conducting a search, in the left column of the page, click a pop-up window will appear.
- 2. 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
- 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
- 2. Click the **file name** to download the export file.