OVERVIEW

In UShop, 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
🔁 1357322	WW GRAINGER INC	1356272 Change Order	Randy Requisitioner	5/26/2015 6:22 AM	0.00 USD
🔁 1356360	WW GRAINGER INC	Change Order PO 388 randy_requisitioner 07	Randy Requisitioner	5/22/2015 3:48 PM	0.00 USD
🔁 1356295	WW GRAINGER INC	PO UT00000386 Change Order	Randy Requisitioner	5/22/2015 1:59 PM	0.00 USD
← 1350870	STAPLES ADVANTAGE, BUSINESS INTERIORS WW GRAINGER INC	2015-05-14 randy_requisitioner 01	Randy Requisitioner	5/22/2015 1:53 PM	0.00 USD
✓ 1356273	WW GRAINGER INC	2015-05-22 randy_requisitioner 06	Randy Requisitioner	5/22/2015 1:46 PM	10,000.00 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**.

2. Click on the **my requisitions** link.

3. 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 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 ✗ indicates that the PR has been fully rejected.

   d. A status of ✓✗ indicates that the PR has at least one line rejected and one line approved.

   e. A status of ← indicates that the PR has been withdrawn from workflow.

6. Click on a **requisition number** to open that requisition.

7. 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.
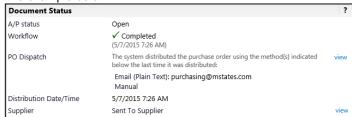
MY PURCHASE ORDERS

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:

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.

2. When you locate your purchase order, click on the **purchase order number**.

3. Click on the **Status** tab to see the status for the purchase order as shown in the example below:

Document Status		?
A/P status	Open	
Workflow	✓ Completed (5/7/2015 7:26 AM)	
PO Dispatch	The system distributed the purchase order using the method(s) indicated below the last time it was distributed:	view
	Email (Plain Text): purchasing@mstates.com Manual	
Distribution Date/Time	5/7/2015 7:26 AM	
Supplier	Sent To Supplier	view

In this example, you can see that the purchase order was distributed to the supplier via email on 5/7/2015 at 7:26am.

EXPORT SEACH RESULTS

You can export the results of a search in UShop.

1. After conducting a search, in the left column of the page, click **Export Search** and a pop-up window will appear.
2. Enter a unique file name to distinguish this export file from others.
3. Enter an optional file description.
4. Select the **Export type**: *Screen Export*, *Transaction Export*, or *Full Export*
5. 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:

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