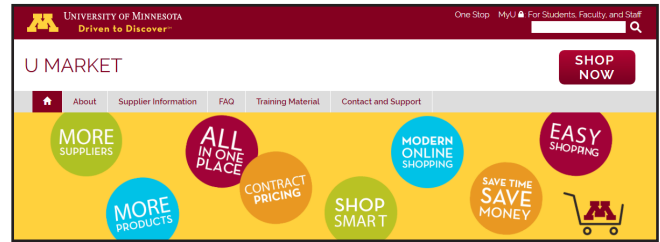
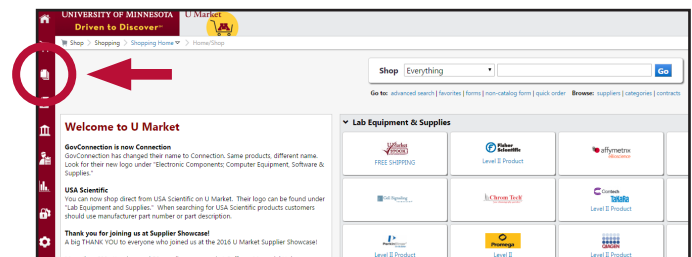


# P.O. USER LOOK-UP INSTRUCTIONS

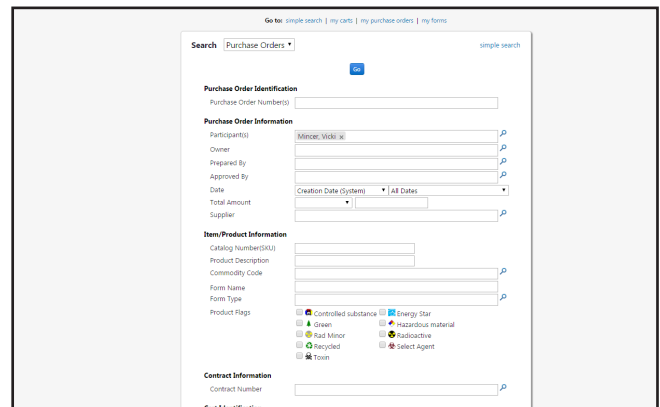
1 Log into [U Market](#) with your Internet ID and password.



2 Select the Paper Stack icon on the left side of screen. Then select "Search Documents" from the pop-up menu.

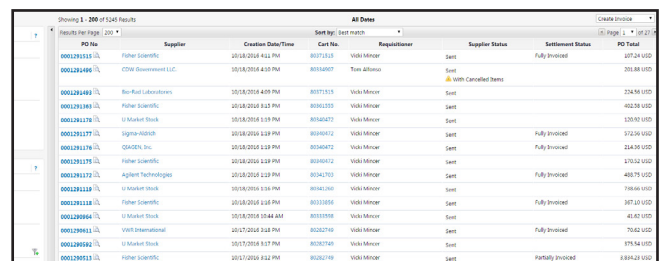


3 If you do not see this screen, select "Advanced Search" below the simple search menu. Under "Participants," identify the name of the person(s) you would like to review all PO's for. Select "Go."



4 The application will then display all PO's that are affiliated with the user(s).

If you any trouble using this function or have other questions related to using U Market feel free to contact U Market Customer Support at 612-624-4878 or [ums@umn.edu](mailto:ums@umn.edu) for assistance.



PO No	Supplier	Creation Date/Time	Cart No.	Requisitioner	Supplier Status	Settlement Status	PO Total
000129252	Fisher Scientific	2018-2018-01-24 PM	80171223	VISH MINOR	Open	Fully Invoiced	287,214 USD
000129146	CDW Government LLC	2018-2018-03-27 PM	80164867	Tom Atkins	Open	Fully Invoiced	203,881 USD
000129143	Bar-Rite Laboratories	2018-2018-03-29 PM	80171515	VISH MINOR	Open	Fully Invoiced	234,961 USD
000129130	Fisher Scientific	2018-2018-03-29 PM	80166220	VISH MINOR	Open	Fully Invoiced	402,319 USD
000129129	U Market Shop	2018-2018-03-29 PM	80166221	VISH MINOR	Open	Fully Invoiced	130,911 USD
000129127	U Market Shop	2018-2018-03-29 PM	80166212	VISH MINOR	Open	Fully Invoiced	374,916 USD
000129126	QACEN, Inc.	2018-2018-03-29 PM	80166472	VISH MINOR	Open	Fully Invoiced	214,916 USD
000129125	Fisher Scientific	2018-2018-03-29 PM	80166472	VISH MINOR	Open	Fully Invoiced	170,916 USD
000129122	Agilent Technologies	2018-2018-03-29 PM	80164763	VISH MINOR	Open	Fully Invoiced	488,915 USD
000129118	U Market Shop	2018-2018-03-29 PM	80164260	VISH MINOR	Open	Fully Invoiced	748,916 USD
000129116	Fisher Scientific	2018-2018-03-29 PM	80163056	VISH MINOR	Open	Fully Invoiced	367,919 USD
000129098	U Market Shop	2018-2018-03-29 PM	80163057	VISH MINOR	Open	Fully Invoiced	42,917 USD
000129081	VISD International	2017-2018-03-28 PM	80162746	VISH MINOR	Open	Fully Invoiced	79,912 USD
000129080	U Market Shop	2017-2018-03-27 PM	80162748	VISH MINOR	Open	Fully Invoiced	375,916 USD
000129053	Fisher Scientific	2017-2018-03-24 PM	80162739	VISH MINOR	Open	Partially Invoiced	834,916 USD