



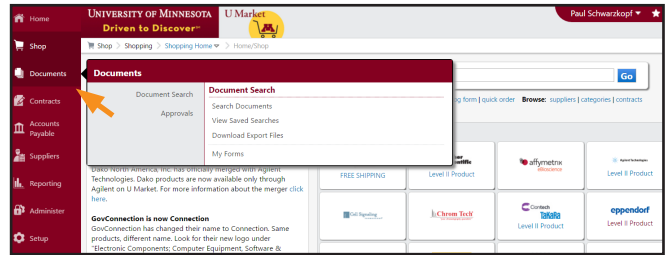
# U Market

UNIVERSITY OF MINNESOTA

# DOCUMENT SEARCH INSTRUCTIONS

1 After logging into [U Market](#), select the Paper Stack “Documents” icon on the left side of screen.

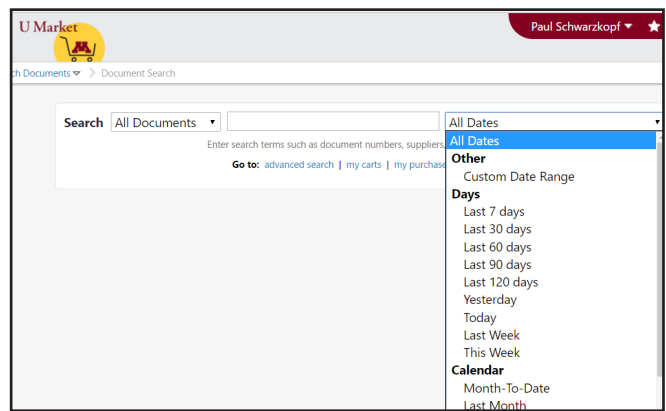
Then select “Search Documents” from the pop-up menu.



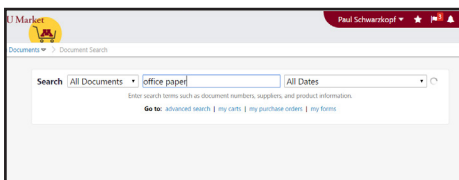
2 Using Document Search, you can look up *any* and *all* U Market related records. This includes past carts, purchase orders and invoices.

Using the date function, you can narrow your search to specific time periods.

For a quick and easy search, click “My Carts” or “My Purchase Orders.”



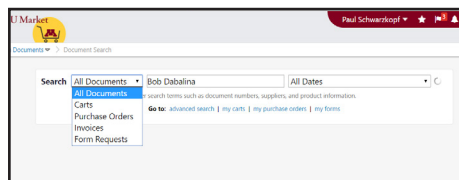
## Example #1



If you're not sure what you're specifically looking for, search in “All Documents” using generic keywords.

For example, you could search with a general product description, such as “Office Paper,” and the results will show carts, invoices and purchase orders matching that description.

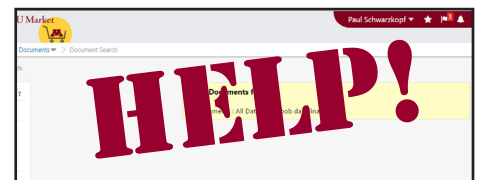
## Example #2



If you want to find a past cart, invoice or purchase order, you can search by you or your or coworker's Internet ID or name. Or, you can search by supplier.

If you know specifically which document you would like find, choose from the menu on the left.

## Need Assistance?



Having trouble using this function? Or, do you have any other questions related to using U Market?

Don't hesitate to contact U Market Customer Support at **612-624-4878** or **ums@umn.edu** for assistance.