1. Log in to U Market and click on the "Main Menu" at the top. Select "eProcurement" and then click "Manage Requisitions."

2. A list of your recent requisitions and their current status will be displayed under "Request State."

Below is a list of the possible states and what they mean regarding your requisition:

**ERROR**
Requisition could not be created due to an issue with your EFS chart string. Contact U Market Customer Support for assistance.

**APPROVED**
An order of **under $100** that has become a requisition and is moving onto the next stage of budget checks.

**PENDING**
An order of **over $100** that is waiting for your approver to authorize before going on to the next stage of budget checks.

**CREATED**
Your order has passed through all budget checks and is currently in the process of becoming a PO.

**DISPATCHED**
Your order has passed all budget checks, become a requisition, and is now an active PO.

To check whether your PO has been brought into U Market, follow the next few steps of this guide.
Once your requisition has been dispatched you can find your PO number, by clicking the "Req ID" in the far-left column.

Click "PO Information" underneath the last item and a pop-up screen will display your PO number under "PO ID."

Copy and paste the PO number into U Market's Document Search tool in to verify your PO is in U Market.

If your PO is displayed after searching that means your PO has been successfully dispatched and sent to the supplier.

If your requisition state is "dispatched," but your PO does not show up in U Market, or if you have any other questions regarding your order, please contact U Market Customer Support at 612-624-4878, umarket@umn.edu.