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. For a quick and easy search, click “My Carts” located directly under the search bar. If you are a Requestor, you can also click on “My Purchase Orders.”

3. The search results will display carts or POs from the last 90 days. If you need to change the date range, select a new date range from the filter settings on the left-hand side.

4. Click on any cart number (highlighted in blue) to see all the details of your order. It’s just that simple!

If you’re having trouble looking up your order or have any other questions don’t hesitate to contact U Market Customer Support.

Just call 612-624-4878 or email umarket@umn.edu for assistance.