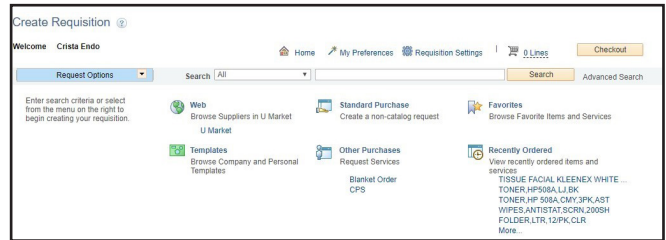
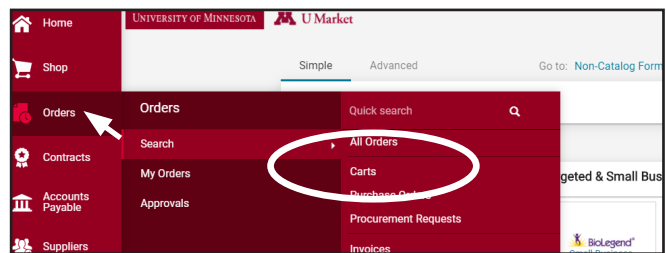


HOW TO RETRIEVE LOST CARTS

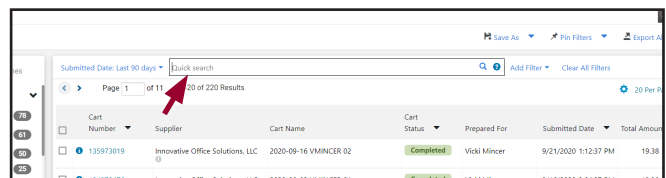
1 | Navigate as you normally would to EFS then login into U Market through “eProcurement > Create Requisition.”



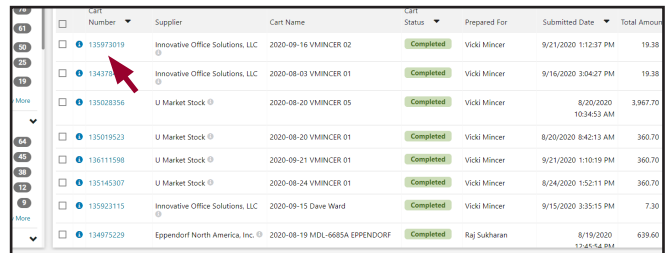
2 | Once in U Market, select the “Orders” icon on the left side of the screen. Then select “Search > Carts” from the pop-up menu.



3 | In the quick search bar at the top of the page, type the U of M ID (x500) of the cart’s approver and press the enter key or click the magnifying glass icon.



4 | A list of carts will now be shown. Find the cart that was lost and click the cart number on the left-hand side to open the cart. It should be the first cart listed.



5 | In the upper right-hand corner of the page, click the word “Cart” with the arrow next to it.



Then from the drop-down menu select “Resubmit Cart.”

This will bring that cart into EFS and you can continue to process the requisition as normal.

Depending on the issue, you may need to try resubmitting the cart several times and leave ample amounts of time between submissions.