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 Documents” from the pop-up menu.

3. Select “Carts” from the drop down menu on the left-hand side and then click “advanced search” if you’re not already seeing a list of additional search options.

4. In the “Cart Information” section enter your University ID then click your name when it appears.

You can also choose the “Me” radio button in the “Participant(s)” field.
Click “Search” at the bottom of the search box. A list of carts that you created in the past will now be shown.

Find the cart that was lost and click the cart number on the left-hand side. It should be the first cart listed.

In the upper right-hand corner of the page, there is a drop down menu. Click it and select “Resubmit Cart”

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

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

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