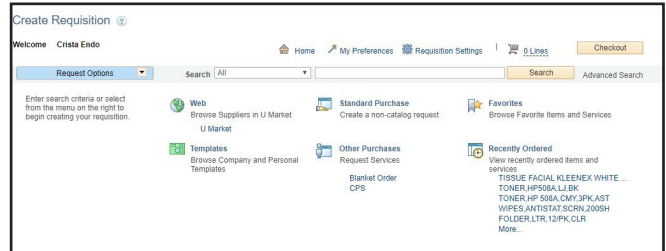


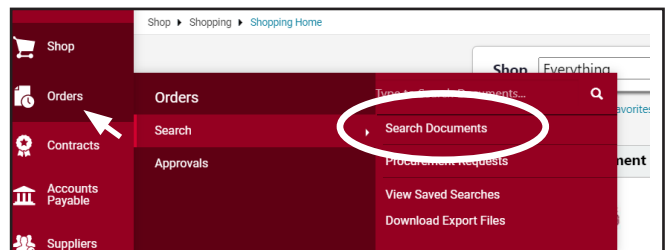
HOW TO RETIEVE LOST CARTS

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

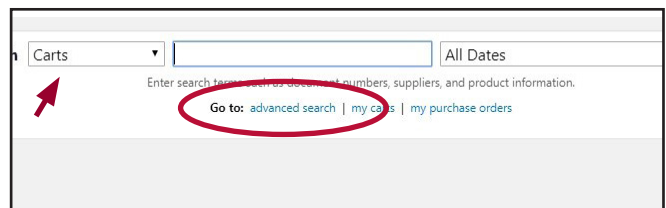


2 | Once in U Market, select the “Orders” icon on the left side of the screen.

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

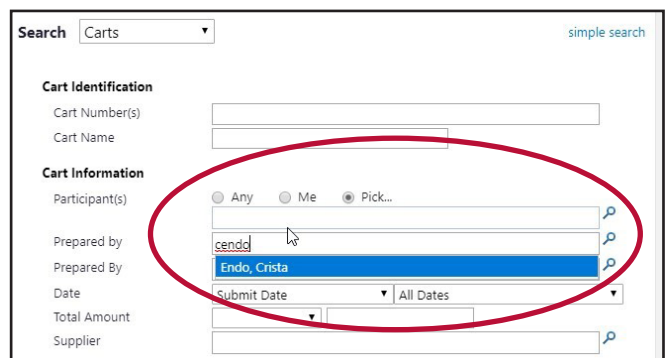


3 | Select “Carts” from the drop down menu on the left-hand side and then click “advanced search” if you’re not already seeing a list of additional search options.



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.





U Market

UNIVERSITY OF MINNESOTA

HOW TO RETIEVE LOST CARTS

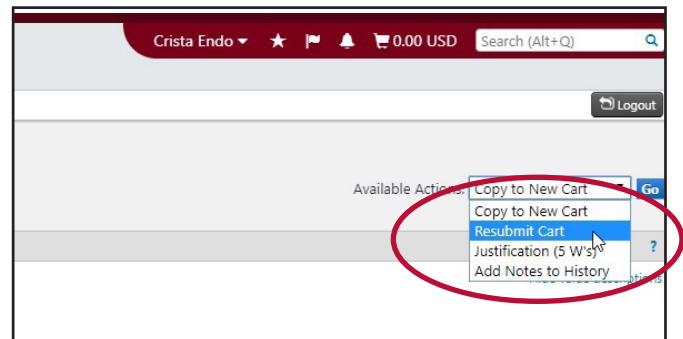
5 Click “Search” at the bottom of the search box. A list of carts that you created in the past will now be shown.

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

Cart No.	Supplier(s)	Cart Name
12941793	Connection	2020-02-14 CENDO 02
129417592	U Market Stock	2020-02-14 CENDO 01
129386680	U Market Stock	2020-02-13 CENDO 03
129386390	MWI Veterinary Supply	2020-02-13 CENDO 02
129385975	Innovative Office Solutions, LLC	2020-02-13 CENDO 01
129310509	Connection	2020-02-12 CENDO 02
129290823	U Market Stock	2020-02-12 CENDO 01
128610671	Connection Dell Innovative Office Solutions, LLC	2020-01-28 CENDO 01
126849355	UMinn Bookstore	2019-12-09 CENDO 01
125386511	Connection	2019-11-01 CENDO 02

6 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.