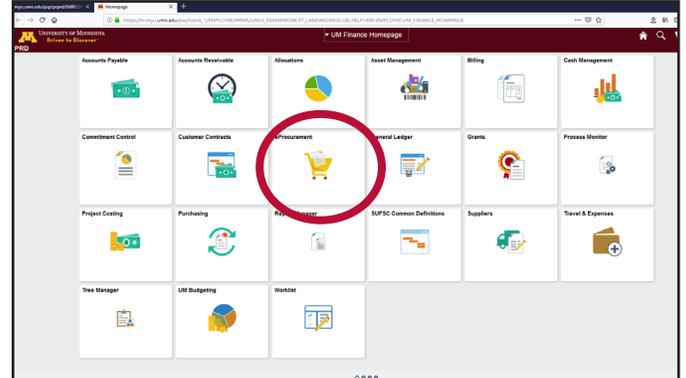


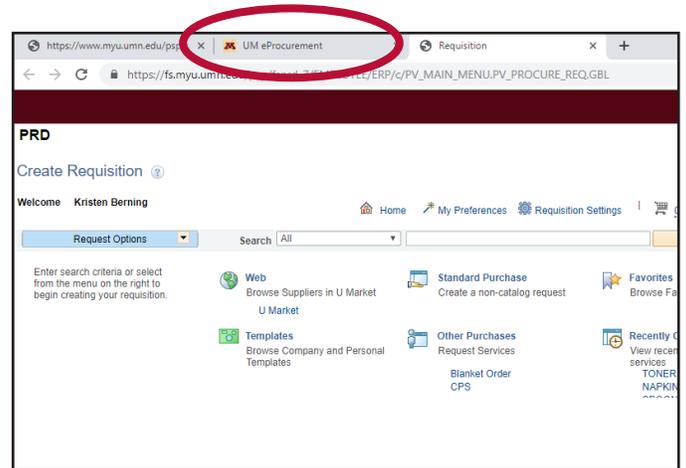
HOW TO TRACK YOUR REQUISITION

- 1 | Log in to PeopleSoft (EFS).
Then click the tile labeled "eProcurement."

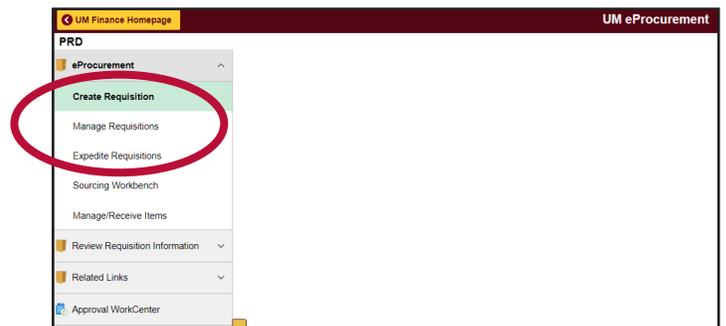


- 2 | By default, a new (2nd) tab will automatically pop up and you will be directed there. This is the "Create Requisition" page.

Either close that tab, or click the "UM eProcurement tab" at the top of your browser.



- 3 | On the UM eProcurement page, click "Manage Requisitions."



4 | A list of your requisitions that were created in the last week will appear.

If you do not see the order you're looking for, you may need to change the date in the "Date From" field since it likely was created more than a week ago.

Once the requisition is located, check its "Request State."

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

ERROR

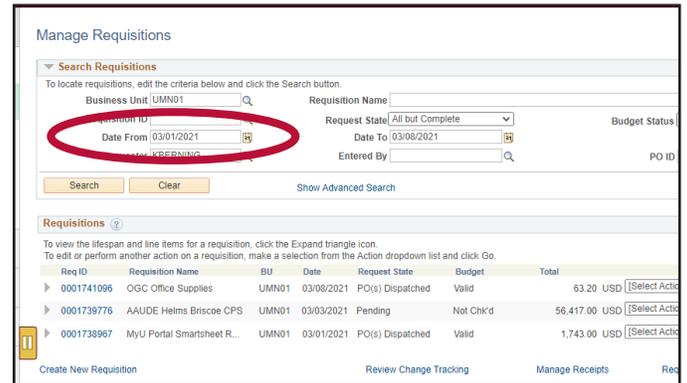
Purchase Order (PO) could not be created due to an issue with your EFS chart string. Contact U Market Customer Support for assistance.

APPROVED

The order has been approved by all approvers, or—if it is less than \$100—it auto approved. It should soon be turned in to a PO.

PENDING

The order is waiting for your approver(s) to authorize the purchase.



PO(s) CREATED

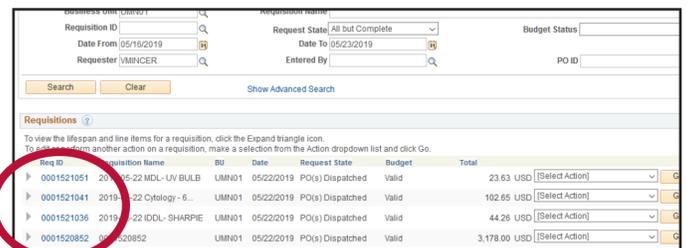
The requisition has turned into a PO and should soon be sent to the supplier.

PO(s) DISPATCHED

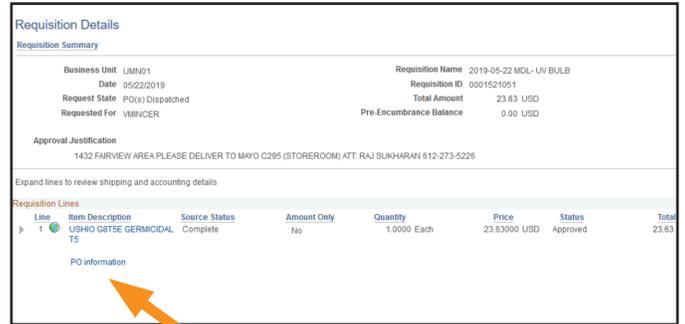
Your requisition has become a PO and was sent to the supplier.

To check whether your PO has been brought into U Market, follow the next few steps of this guide

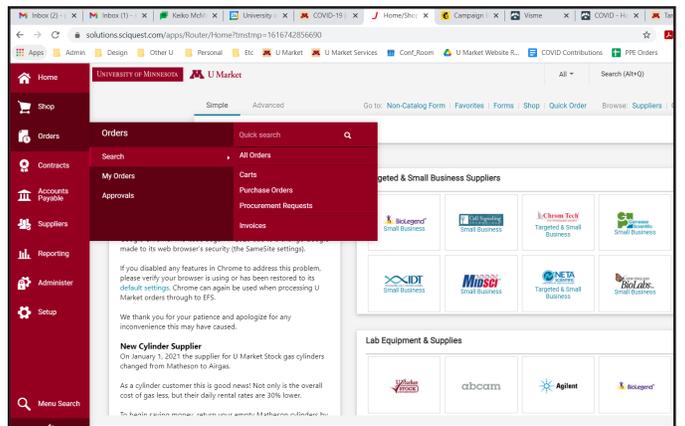
5 | Once your requisition has been dispatched you can find your PO number, by clicking the "Req ID" in the far-left column.



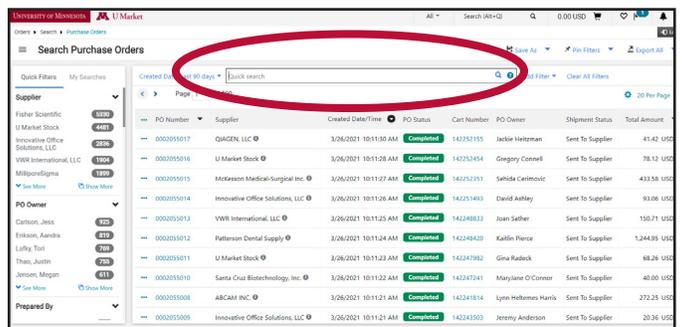
6 | Click "PO Information" underneath the last item and a pop-up screen will display your PO number under "PO ID."



7 | Login to U Market. Then click "Orders" on the right-hand side and select "Search" > "Purchase Orders."



8 | Copy and paste the PO number into the search bar at the top. 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, ums@umn.edu,