

OVERVIEW

In WISBuy, you may track the progress of a cart you submit through the creation of the WISBuy Order, and see when it was distributed to the supplier.

To view a list of all documents that you have submitted in the past 90 days, hover over the  icon, then hover over **My Carts and Orders**, and select **View My Orders (Last 90 Days)**. Your screen will look similar to the one below.

Requisition No.	Supplier(s)	Requisition Name	Purchaser	Requisition Date/Time	Requisition Total
✓ 1080607 	Grainger Office Supplies Vendor 1	2014-01-16 seth_shopper 02	Seth Shopper	3/3/2014 8:42 AM	1,319.74 USD
✓ 1101775 	Hewlett-Packard Company Insight	New Employee Standard Computer	Seth Shopper	3/3/2014 8:41 AM	779.65 USD
✓ 1100891 	Fastenal	2014-02-26 seth_shopper 01	Seth Shopper	3/3/2014 8:40 AM	280.39 USD
✓ 1099661 	Hewlett-Packard Company Insight	New Employee Standard Computer	Seth Shopper	3/3/2014 8:40 AM	1,435.10 USD
✓ 1077851 	Fastenal	2014-01-10 replacement drill	Seth Shopper	2/25/2014 1:49 PM	280.39 USD
✓ 1076044 	Office Supplies Vendor 2	2014-01-07 monthly office supply order	Seth Shopper	1/16/2014 1:49 PM	754.15 USD
✓ 1076045 	Hewlett-Packard Company	2014-01-07 seth_shopper 02	Seth Shopper	1/10/2014 2:47 PM	3,066.14 USD
✓ 1075686 	Office Supplies Vendor 2	2014-01-06 seth_shopper 01	Seth Shopper	1/7/2014 9:17 AM	564.20 USD

MY REQUISITIONS

Search for a requisition that you submitted using criteria in the document search.

1. Hover over the  icon in the left navigation bar, and then select **Search Documents**.
2. Click on the **my requisitions** link under the Shop and Compare bar.
3. The last 90 days of requisitions are shown by default. To change the date range displayed, click the **Last 90 days**  drop-down menu on the menu on the left, and choose the time frame for your search.
4. You can further refine your search by other criteria, including by Supplier, Product Flags, and other filters based on your requisitions..
5. The search list will change to meet the criteria you selected.
6. To open a requisition, click on the **requisition number**.
7. In the requisition under General there will be a link to view or print the order that was sent to the supplier.
8. To view the history for your requisition. Click on the History tab from within the requisition.

MY ORDERS

Hover over the  icon, then select **Search Documents**, followed by the **my orders** link. This link displays a list of all WISBuy Orders that you have submitted in the past 90 days. This link operates in the same manner as the previously mentioned **my requisitions** link.

ORDER HISTORY

To view the details of a WISBuy order:

1. You can search for a WISBuy order by following the same steps you followed for viewing the history of a requisition, except you will be working from the **my orders** link.
2. Once you have found your WISBuy order, click on the **WISBuy order number**.
3. On order in the Order Status you view when the order was sent to the supplier. As shown in the example below:

Order Status		?
Distribution	The system distributed the WISBuy Order using the method(s) indicated below the view last time it was distributed:	
	cXML (Electronic Integration)	
Distribution Date/Time	2/25/2014 1:49 PM	
Supplier	Sent To Supplier	

In this example, you can see that the WISBuy Order was distributed to the supplier via cXML electronic integration on 2/25/2014 at 1:49pm.

EXPORT SEARCH RESULTS

You can export the results of a search in WISBuy.

1. After conducting a search, in the upper left portion of the page, click Export Search. A pop-up window will appear.
2. Enter a file name for this export. Use a unique file name to distinguish this export file from others.
3. Enter an optional file description.
4. Select the **Export Template** form the drop down box: Screen Export, Transaction Export, or Full Export
5. Click Submit to export the search results.

Note: The time required to complete this export request depends upon the size of the request as well as the size and number of other pending requests.

To download export files:

1. Hover over the Document search icon, then select Download Export Files.
2. Click the **file name** to download the zip file, choose save as to save the file.
3. Open the .ZIP folder then open the largest file with Excel.