In UMass BuyWays, you may track the progress of a cart you submit into workflow through all phases of that workflow, via the creation of the Purchase Order, distribution to the vendor, and when it is invoiced.

**My Requisitions**

To access requisitions for which you were the originator in the last 90 days,

4. Hover over the **Orders and Documents** icon on the slide-out menu.

5. Click **Search Documents**.
   The **Search** box displays.

6. Click the **my requisitions** link.
   A list of your requisitions displays.

**Note:** The last 90 days of requisitions are shown by default. To change the date range displayed, click the drop-down menu and choose the time frame for your search.

You can further refine your search by other criteria to the left of the screen. Including: **Prepared By**, **Custom Fields**, **Current Workflow Step and Status**, as well as by **Supplier**.

**Purchase Requisition (PR) History**

Once a draft requisition is submitted for approval, a PR record remains in BuyWays forever, even if it is withdrawn or returned before becoming a Purchase Order. PR records are linked to the resulting PO record (rejected keeps no record).

To view Purchase Requisition history,

1. Click on the **Requisition No.** to open the PR.
2. Click on the **History** tab within the PR to see the history of the PR and the PO number(s) that were created (if any).

**My Purchase Orders**

To access purchase orders for which you were the originator in the last 90 days,

1. Hover over the **Orders and Documents** icon on the slide-out menu.
2. Click **Search Documents**.
3. Click the **my purchase orders** link.

**Purchase Order (PO) History**

To view Purchase Order history,

1. Click on the **PO No.** to open the PO.
2. Click on the **History** tab within the PO to view history.
Searching For Documents (continued)

When searching for documents within the business unit, you can use the Simple or Advanced Search options.

**Simple Search**

Using the Simple Search option, you can choose to search for a specific document type or for all documents. You can also choose to narrow your search to certain date ranges.

1. Hover over the Orders and Documents icon on the slide-out menu.

2. Click Search Documents.
   
The Search box displays.

3. Enter all or part of a number in the Search field.
4. Click the Go button.
   
The search result screen displays all the documents matching your search criteria along with some basic information about each document.

5. To view the document, click the Document Number.
   
The document is displayed.

6. Click on the detail tabs to view specific information regarding the document.

7. To choose another document associated with this PO, click

8. If you want to perform a new search, click on the search results screen.
Searching For Documents (continued)

Advanced Search

The Advanced Search option gives you many more fields to search on in order to further refine and narrow your results.

Note: The options change based on the document type that you choose to search.

1. Hover over the Orders and Documents icon on the slide-out menu.

2. Click Search Documents.
   The Search box displays.

3. Click the advanced search link.
4. The Search box for All Documents displays.

5. Click the Search drop down list.
6. For this example, click Requisition.
   The Search box for Requisitions displays.

7. Use the fields on this page to refine and narrow your search results.
   Note: You can search for a vendor (Vendor field) or a specific user (Prepared by field) by clicking search or you can begin typing a name and matches will display.

8. Click Go.