Document Search
Quick Reference Guide

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.

MY ORDERS

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

REQUISITION HISTORY

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.
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, and choose the time frame for your search.
4. You can further refine your search by other criteria, including by Supplier, Business Unit, Department, Prepared By, Product Flags, Owner, and more.
5. You will be presented with a list of PR's that met your criteria.
   a. A status of indicates that the PR is still in workflow.
   b. A status of ✓ indicates that the PR has been fully approved.
   c. A status of ✗ indicates that the PR has been fully rejected.
   d. A status of indicates that the PR has at least one line rejected and one line approved.
   e. A status of indicates that the PR has been withdrawn from workflow.
6. Click on the **requisition number** to open that requisition.
7. Click on the History sub-tab from within the requisition to see the history of the requisition and the WISBuy order number(s) that were created.

MY WISBUY 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.

WISBUY 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. Click on the Status tab to see the status for the purchase order as shown in the example below:

Order Status		?
Distribution	The system distributed the WISBuy Order using the method(s) indicated below the last time it was distributed: cXML (Electronic Integration)	view
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 SEACH 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 the 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 type**: Screen Export, Transaction Export, or Full Export
5. Click Submit Request to export the search results.

The export file will be a Microsoft Excel file saved in .ZIP format.

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 icon, then select Download Export Files.
2. Click the **file name** to download the export file.