
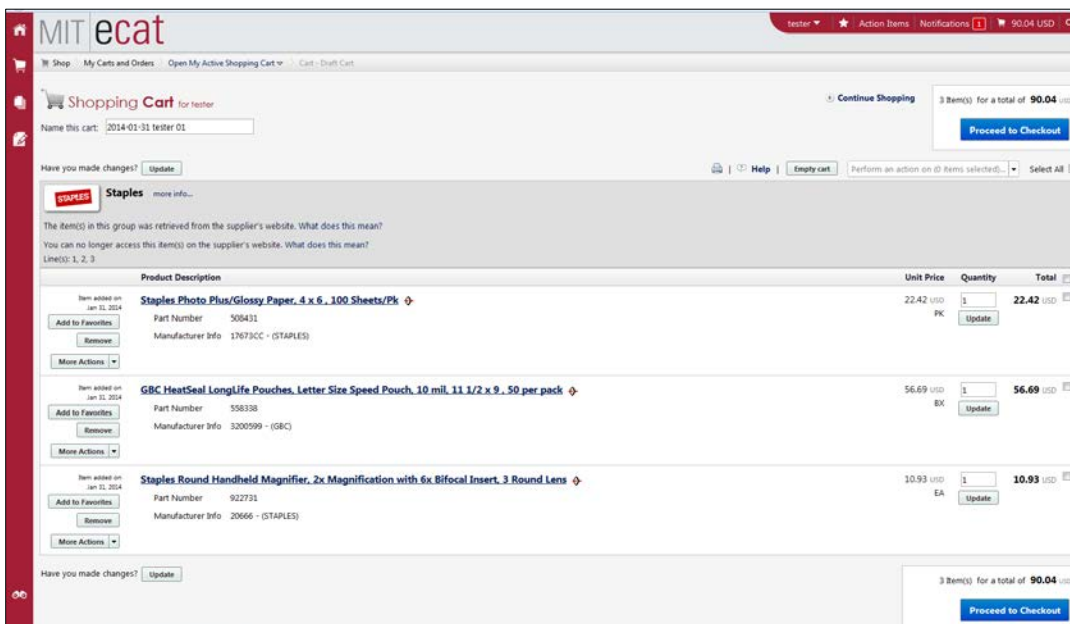


To Search for Shopping Carts and Orders:

1. Go to Shop  My Carts and Orders and select any of the following:

- Open My Active Shopping Cart

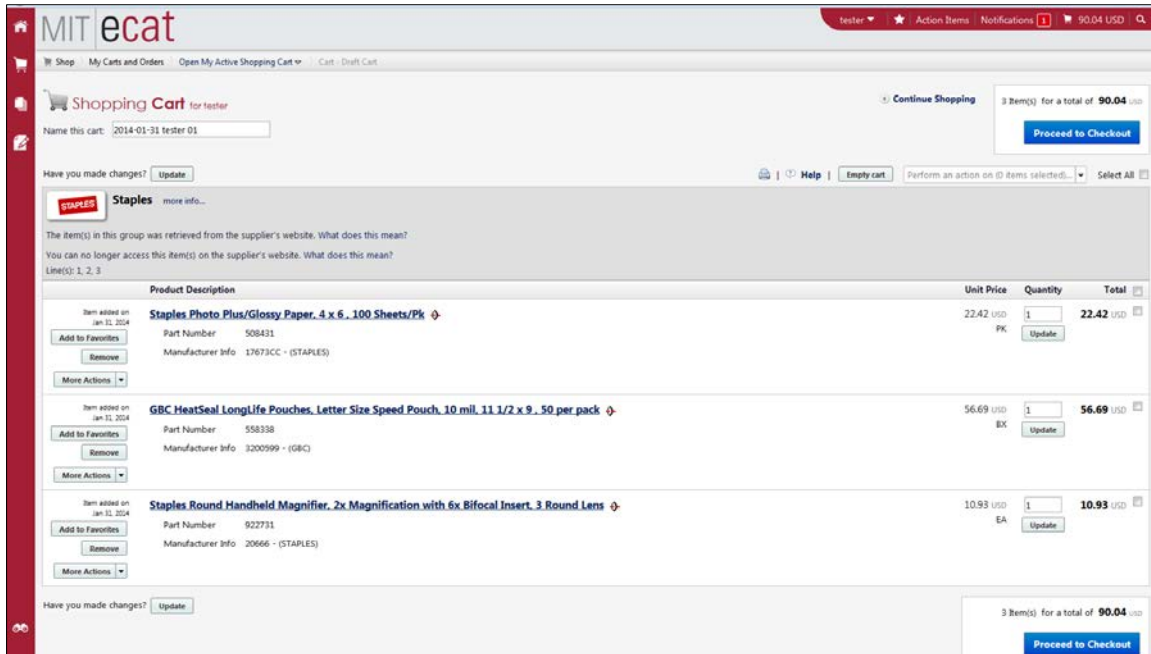


- View Draft Shopping Carts

Click **Shopping Cart Name** to view the details. If you want to delete the draft cart, click the **Delete** button.

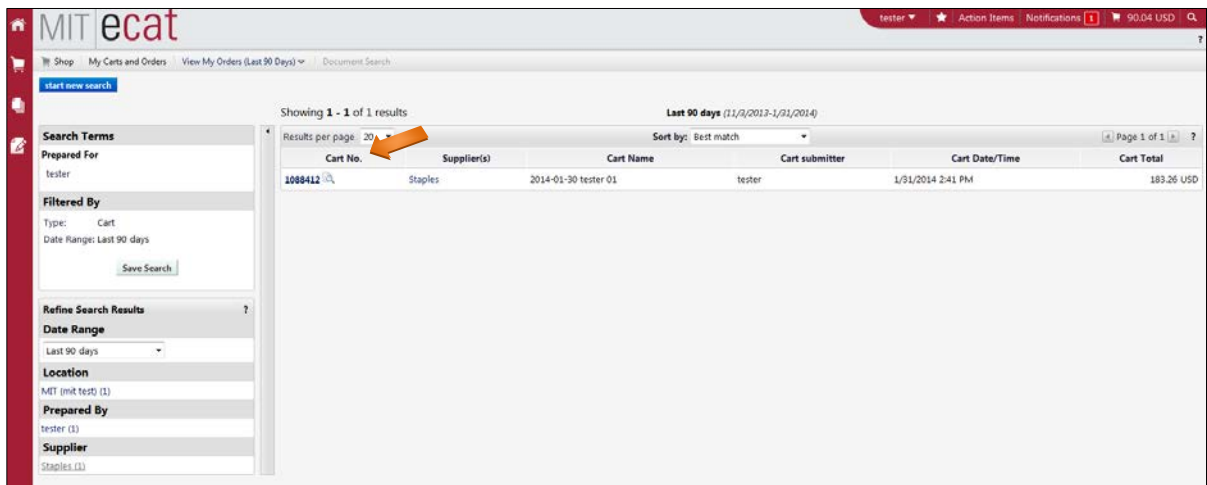


Viewing and Searching Orders



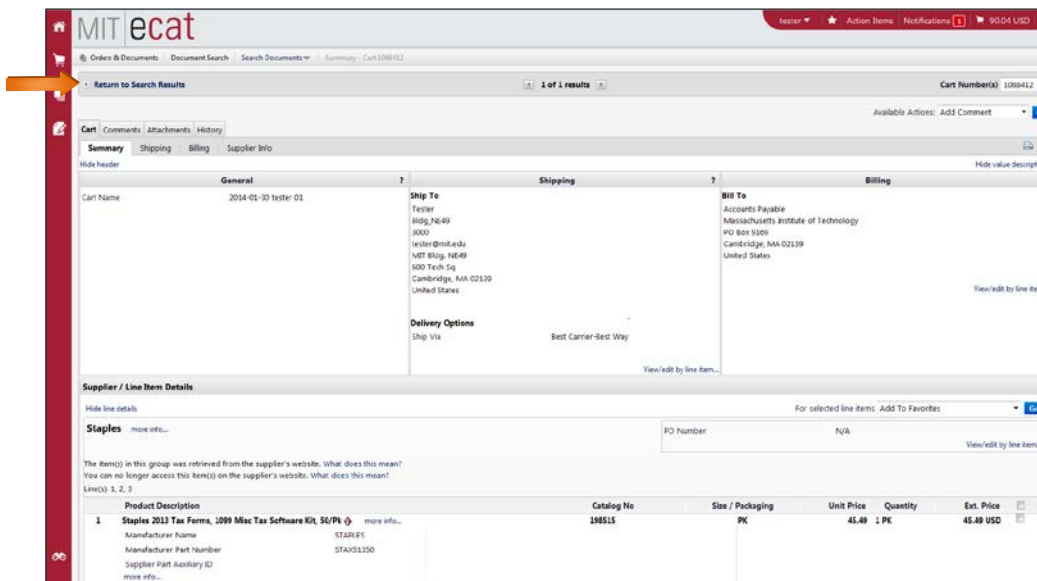
- View My Orders (Last 90 Days)

Click the number beneath **Cart No.** to view the details.

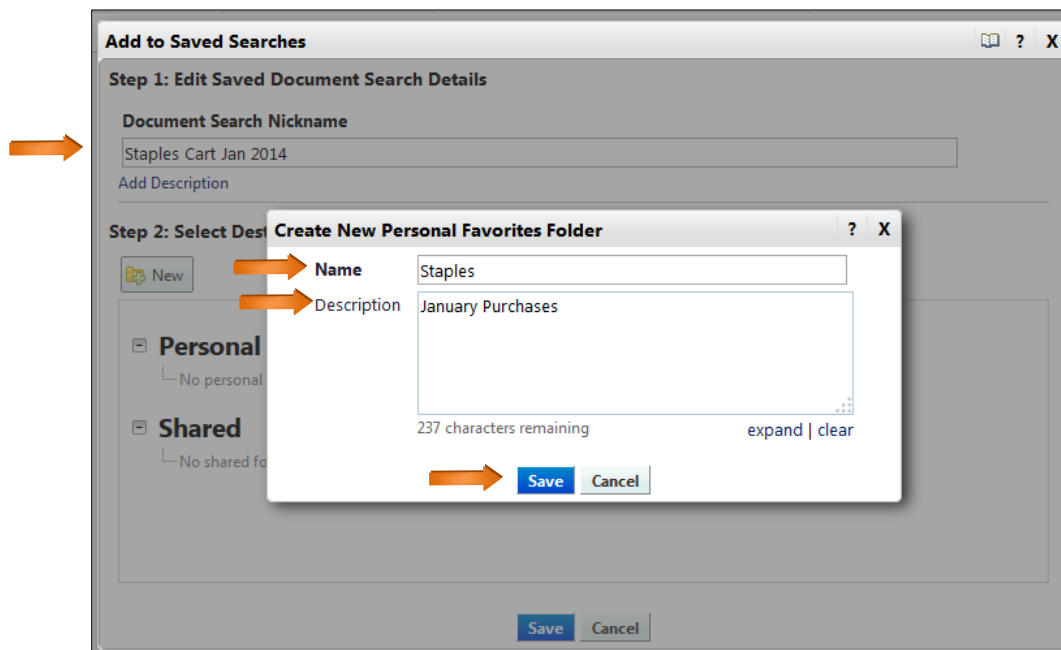


Viewing and Searching Orders

If you want to save the search, click **Return to Search Results** and click **Save Search**.



If you would like to name and save your search results document, you can do so by creating a name your **Document (Document Search Nickname)**, selecting the **Destination Folder (create a new or use existing folder)**, and clicking **Save**.



Viewing and Searching Orders

Click Save

Add to Saved Searches ? X

Step 1: Edit Saved Document Search Details

Document Search Nickname

Add Description

Step 2: Select Destination Folder

Personal

- Staples

Shared

...No shared folder available...

- View My Orders (Last 5 Orders)


Click on the **Cart No.** to view the line item details. **DO NOT** click **RESUBMIT CART**. This will create a **Duplicate Requisition** for an order that has already been sent to the vendor.

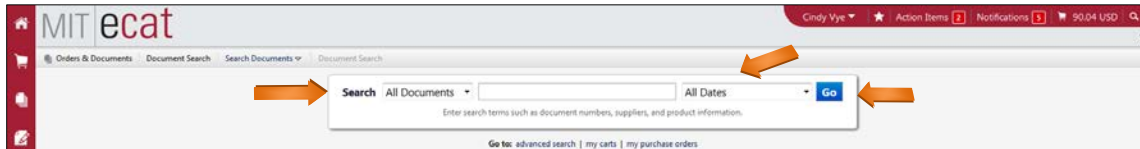
The screenshot shows the MIT ecat interface. At the top, there's a navigation bar with 'My Shop', 'My Carts and Orders', 'View My Orders (Last 5 Orders)', and 'My Recent Submitted Carts'. Below this is a table titled 'My Recent Carts' with columns: Status, Cart No., Cart Name, Cart Date/Time, and Cart Total. An orange arrow points to the 'Cart No.' column. The table lists five carts, with the first one having Cart No. 1088349. Another orange arrow points to the 'resubmit cart' link in the last column of the first row.

Below the table is a detailed view of a cart. The 'Summary' tab is selected. It shows 'General' information (Cart Name: 2014-01-30 c24314 04), 'Shipping' information (Ship To: Cindy Vye, MIT Bldg NE-49, 3rd Floor, Cambridge, MA 02139), and 'Billing' information (Bill To: Accounts Payable, MIT, Cambridge, MA 02139). The 'Supplier / Line Item Details' section shows the supplier 'Cole-Parmer Instrument Company' and a line item for 'A & D Analytical Balances, Capacity: 310g, Readability: 0.0001g' with a unit price of 3,055.00 USD.

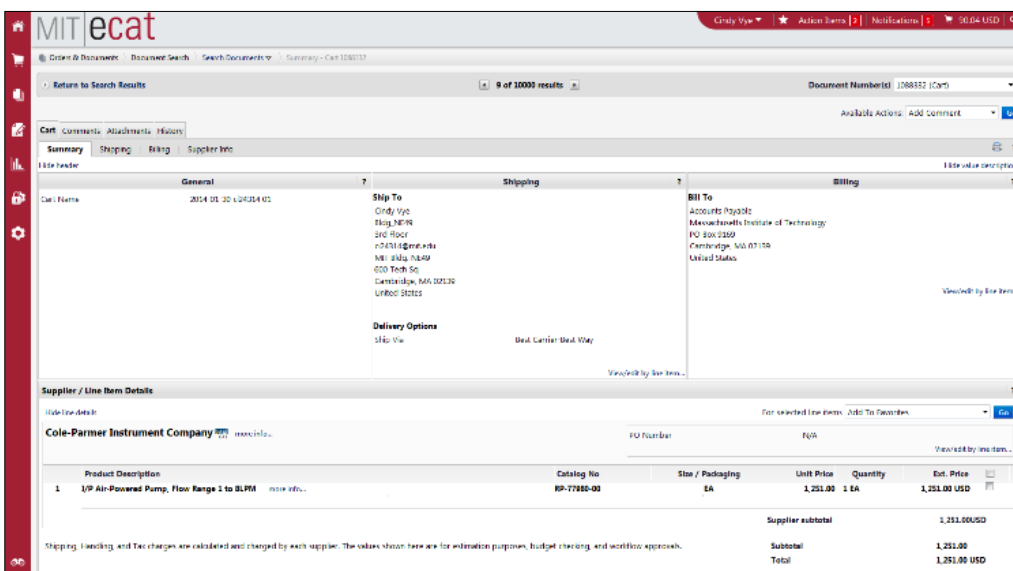
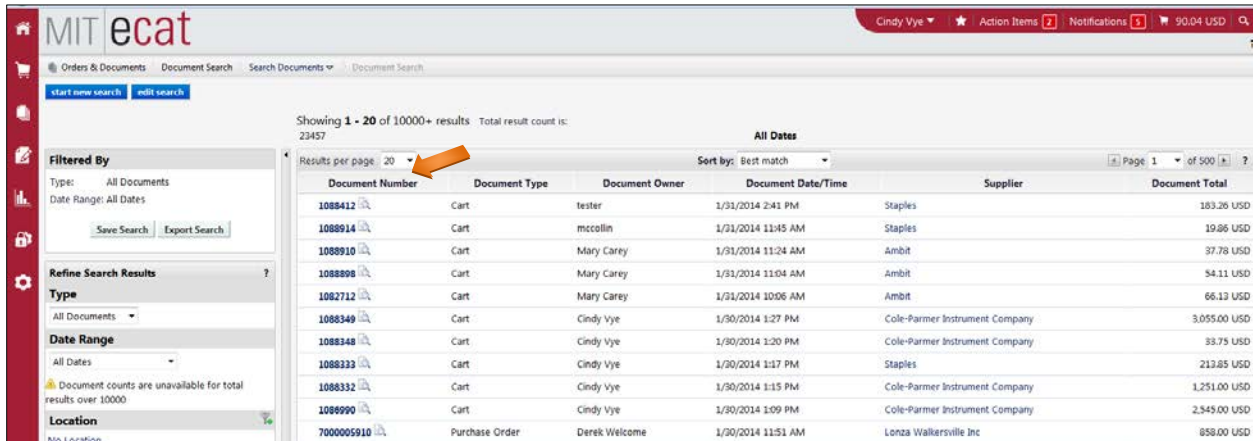
Viewing and Searching Orders

To Search for Documents:

- Go to Orders and Documents  and select **Search Documents**. You can search by any of the following ways:
 - Select the drop-down and search by **All Documents, Cart, Purchase Order, and/or Date**. Once you have selected your search criteria, click **Go**.

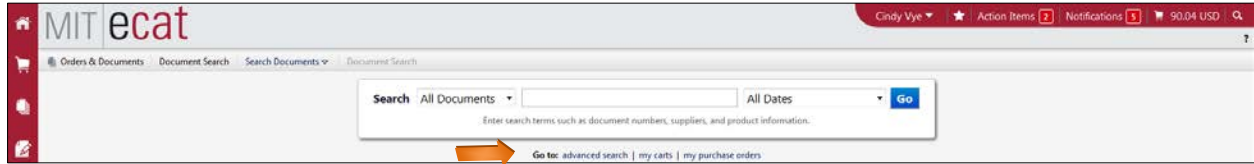


Click the **Document Number** to view the details



Viewing and Searching Orders

- Search for documents using the **advanced search, my carts, and my purchase orders** listed underneath the search bar.



By using the **advanced search**, there are multiple ways to find your document. Select the search criteria and click **Go**.

Search All Documents simple search

Go

General Document Identification

Document Number(s)

Document Information

Participant(s) [?](#)

Owner [?](#)

Date

Total Amount

Supplier [?](#)

Location [?](#)

Item/Product Information

Catalog Number(SKU)

Product Description

Product Flags

| | |
|---|---|
| <input type="checkbox"/> Controlled substance | <input type="checkbox"/> Energy Star |
| <input type="checkbox"/> Green | <input type="checkbox"/> Hazardous material |
| <input type="checkbox"/> Rad Minor | <input type="checkbox"/> Radioactive |
| <input type="checkbox"/> Recycled | <input type="checkbox"/> Select Agent |
| <input type="checkbox"/> Toxin | |

Go

Go to: [simple search](#) | [my carts](#) | [my purchase orders](#)

Click the **Document Number** to view details.

| Document Number | Document Type | Document Owner | Document Date/Time | Supplier | Document Total |
|-----------------|----------------|----------------|--------------------|--------------------------------|----------------|
| 1088349 | Cart | Cindy Vye | 1/30/2014 1:27 PM | Cole-Parmer Instrument Company | 3,055.00 USD |
| 1088348 | Cart | Cindy Vye | 1/30/2014 1:20 PM | Cole-Parmer Instrument Company | 33.75 USD |
| 1088333 | Cart | Cindy Vye | 1/30/2014 1:17 PM | Staples | 233.85 USD |
| 1088332 | Cart | Cindy Vye | 1/30/2014 1:15 PM | Cole-Parmer Instrument Company | 1,251.00 USD |
| 1086990 | Cart | Cindy Vye | 1/30/2014 1:09 PM | Cole-Parmer Instrument Company | 2,545.00 USD |
| 1084768 | Cart | Cindy Vye | 1/24/2014 9:03 AM | MSC Industrial Supply Company | 40.93 USD |
| 1084812 | Cart | Cindy Vye | 1/24/2014 8:48 AM | MSC Industrial Supply Company | 414.69 USD |
| 4501702233 | Purchase Order | Cindy Vye | 1/23/2014 3:35 PM | MSC Industrial Supply Company | 414.69 USD |
| 4501702232 | Purchase Order | Cindy Vye | 1/23/2014 3:05 PM | MSC Industrial Supply Company | 40.93 USD |
| 1084206 | Cart | Cindy Vye | 1/23/2014 1:36 PM | MSC Industrial Supply Company | 414.69 USD |

Document Number(s): 1088349 (Cart)

Available Actions: Add Comment

Summary | Shipping | Billing | Supplier Info

General | **Shipping** | **Billing**

Cart Name: 2014-01-30 024314 04

Ship To: Cindy Vye, Bldg. NE49, 3rd Floor, 024314@mit.edu, MIT Bldg. NE49, 800 Tech Sq, Cambridge, MA 02139, United States

Bill To: Accounts Payable, Massachusetts Institute of Technology, PO Box 9169, Cambridge, MA 02139, United States

Delivery Options: Ship Via: Best Carrier-Best Way

Supplier / Line Item Details

Cole-Parmer Instrument Company

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price |
|---|-------------|------------------|------------|----------|--------------|
| 1 A & D Analytical Balances, Capacity: 310g, Readability: 0.0001g | RP-11104-30 | EA | 3,055.00 | 1 EA | 3,055.00 USD |

Supplier subtotal: 3,055.00 USD

Subtotal: 3,055.00
Total: 3,055.00 USD

Viewing and Searching Orders

- To find your carts, go to search by **my carts**. You can **refine the search results** by selecting a **date range** or by **sorting**. Click on **Cart No.** to view details.

Showing 1 - 8 of 8 results

Results per page: 20

Sort by: Best match

| Cart No. | Supplier(s) | Cart Name | Cart submitter | Cart Date/Time | Cart Total |
|----------|--------------------------------|----------------------|----------------|-------------------|--------------|
| 1088349 | Cole-Parmer Instrument Company | 2014-01-30 c24314 04 | Cindy Vye | 1/30/2014 1:27 PM | 3,055.00 USD |
| 1088348 | Cole-Parmer Instrument Company | 2014-01-30 c24314 03 | Cindy Vye | 1/30/2014 1:20 PM | 33.75 USD |
| 1088333 | Staples | 2014-01-30 c24314 02 | Cindy Vye | 1/30/2014 1:17 PM | 213.85 USD |
| 1088332 | Cole-Parmer Instrument Company | 2014-01-30 c24314 01 | Cindy Vye | 1/30/2014 1:15 PM | 1,251.00 USD |
| 1086990 | Cole-Parmer Instrument Company | 2014-01-28 c24314 01 | Cindy Vye | 1/30/2014 1:09 PM | 2,545.00 USD |
| 1084768 | MSC Industrial Supply Company | 2014-01-23 c24314 02 | Cindy Vye | 1/24/2014 9:03 AM | 40.93 USD |
| 1084812 | MSC Industrial Supply Company | 2014-01-23 c24314 03 | Cindy Vye | 1/24/2014 8:48 AM | 414.69 USD |
| 1084206 | MSC Industrial Supply Company | 2014-01-23 c24314 01 | Cindy Vye | 1/23/2014 1:36 PM | 414.69 USD |

Results per page: 20

Return to Search Results

Cart Number(s) 1088349

Available Actions: Add Comment

Summary Shipping Billing Supplier Info

| General | Shipping | Billing |
|---------------------------------|---|--|
| Cart Name: 2014-01-30 c24314 04 | Ship To Cindy Vye Bldg. NE49 3rd Floor c24314@mit.edu MIT Bldg. NE49 600 Tech Sq Cambridge, MA 02139 United States | Bill To Accounts Payable Massachusetts Institute of Technology PO Box 9169 Cambridge, MA 02139 United States |
| | Delivery Options Ship Via: Best Carrier-Best Way | |

Supplier / Line Item Details

Hide line details

Cole-Parmer Instrument Company

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price |
|---|-------------|------------------|------------|----------|--------------|
| 1 A & D Analytical Balances, Capacity: 310g, Readability: 0.0001g Manufacturer Name: A&D | RP-11104-30 | EA | 3,055.00 | 1 EA | 3,055.00 USD |

Supplier subtotal: 3,055.00USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal: 3,055.00
Total: 3,055.00 USD

Viewing and Searching Orders

- To find your **purchase orders**, go to search by **my purchase orders**. You can **refine the search results** by selecting a **date range** or by **sorting**. Click on **PO No.** to view details.

Showing 1 - 2 of 2 results

Results per page: 20

Sort by: Best match

Last 90 days (11/6/2013-2/3/2014)

| PO No. | Supplier | Creation Date/Time | Cart No. | Cart submitter | Supplier Status | PO Total |
|------------|-------------------------------|--------------------|----------|----------------|-----------------|------------|
| 4501702233 | MSC Industrial Supply Company | 1/23/2014 3:35 PM | 1084812 | Cindy Vye | Sent | 414.69 USD |
| 4501702232 | MSC Industrial Supply Company | 1/23/2014 3:05 PM | 1084768 | Cindy Vye | Sent | 40.93 USD |

Refine Search Results

Date Range: Last 90 days

AP Status: Open (2)

Location: MIT (not text) (2)

Status Flags: With System Revisions (2)

Prepared By: Cindy Vye (2)

Supplier: MSC Industrial Supply Company (2)

Supplier Status: Sent To Supplier (2)

PO/Reference No.: 4501702233 Revision 0

Supplier: MSC Industrial Supply Company

Status: Purchase Order | Revisions | PO Approvals | Shipments | Comments | Attachments | History

General Information

| | |
|---------------------|--|
| PO/Reference No. | 4501702233 |
| Revision No. | 0 |
| Purchase Order Date | 1/23/2014 |
| Supplier Name | MSC Industrial Supply Company more info... |
| DUNS | 932615644 |
| Total | 414.69 |
| Owner Name | See ship to recipient |
| Owner Phone | +1 (617) 253-1000 |
| Owner Email | See ship to recipient email |
| Cart Number | 1084812 view print |
| ShipTo Address Code | MIT18 |

Document Status

| | |
|------------------------|--|
| A/P status | Open |
| Workflow | Completed (1/23/2014 3:35 PM) |
| Distribution | The system distributed the purchase order using the method(s) indicated below the last time it was view distributed. |
| Distribution Date/Time | 1/23/2014 3:35 PM |
| Supplier | Sent To Supplier view |

Line Item Status

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | Supplier |
|--|------------|------------------|------------|----------|-------------------|------------------|
| 10 Rope Hooks; Overall Length: 43/16 Inch; Wire Diameter: 5/16 Inch; Stanley Finish Code: US2C; Finish/Coating: Zinc; Material: Steel more info... | 00040618 | EA | 2.95 | 10 EA | 29.50 USD | Sent To Supplier |
| 20 Punch Kits; Type: Standard Punch Kit; Shape: Round more info... | 04206312 | EA | 385.19 | 1 EA | 385.19 USD | Sent To Supplier |
| Total | | | | | 414.69 USD | |

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.