Marketplace Tip – Document Search

Can’t remember that big order from Office Max a year ago? Not a problem! Marketplace Document Search allows shoppers to search for their own requisitions submitted by date range, company, approver, and more! Requisitioners can do broader searches for all requisitions submitted in their accessible departments. Follow the simple instructions below to unlock requisitions from the past!

Click on the Orders & Documents Icon on the left side menu bar then select Search Documents. This will bring you into the Document Search page.
Marketplace Tip – Document Search

For this search I entered all Office Max orders prepared by me and completed in the past year (Year-To-Date) then clicked Go.

Search Criteria:

Requisition Identification
- Requisition Number(s)
- Requisition Name

Requisition Information
- Participant(s)
- Prepared For
- Prepared By
- Approved By
- Date
- Submit Date
- Year-To-Date
- Total Amount
- Supplier
- Office Max North America
- Department

Results:

<table>
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<th>Requisition No.</th>
<th>Supplier(s)</th>
<th>Requisition Name</th>
<th>Requisitioner</th>
<th>Requisition Date/Time</th>
<th>Requisition Total</th>
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Click on the Requisition number to view the requisition. From here you can make note of what you need to order or for non-catalog orders and most punchout vendors, you can copy to a new cart; however, please be aware of possible price increases.