How do I retrieve a Purchase Order that has “disappeared” from “My Orders” in 49er Mart?

Tell Me

1. “My Orders” includes items created in the last 90 days.
2. You can retrieve items older than 90 in 49er Mart by using the Document Search feature (Documents > Search Documents).
3. There are two ways to use Document Search: Simple Search (default) and Advanced Search.

Reference the 49er Mart Document Search instructions in the 49er Mart Training in Canvas.

Related FAQs

- How do I order from a supplier who is not in 49er Mart?
- How do I Return or Reject a Requisition as an Approver?
- How do I return items in 49er Mart?
- How do I delete a duplicate receipt entered in 49er Mart?
- How do I correct “over-receiving” in 49er Mart?