How to Look Up Group Cart History iBuyNU

Overview

All labs serviced by Basic Science Administration (BSA) can look up their Group Cart History in iBuyNU. This function is now available in the **Cart History** tab, and is no longer available in the **Assignments** tab.

Step 1

- A. Navigate to iBuyNU: <u>https://www.northwestern.edu/procurement/purchasing/e-procurement/ibuynu-marketplace.html</u>
- B. Use the Log in as a Shopper link on this page, and log in using your Net ID and password
- C. Once logged in to iBuyNU, click on the **Cart** link (see image below)

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Step 2

A. Click on the Cart History link (see image below)

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Basic Science Administration

Step 3

- A. In the Filter Orders box, enter the keyword to filter to your lab's orders. If your lab is following the cart naming conventions spelled out in the iBuyNU Create Group Cart instruction guide, then the PI Name will pull all recent Group Cart History for the lab. Press "return" to obtain search results once the keyword is entered (see image below).
- B. Below the primary **Filter Orders** box are additional filters to help find recent Carts. The **Submit Date** boxes allow users to filter on a date range, and this is generally the most helpful of the additional filtering tools.

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Showing 1-20 of 1	110288 Results View 20 🔽 Per Page			< 1	2 3 4 5 5515 🕨	Filter Orders
Request	Description 🔻	Cart 🔻	Submit Date ▼	Status 🔻	Owner 🔻 Total	Filter Orders

For more assistance with this functionality, please reference the following additional guides:

- A. iBuyNU Setup User Group
- B. iBuyNU Edit User Group
- C. iBuyNU Create Group Cart