

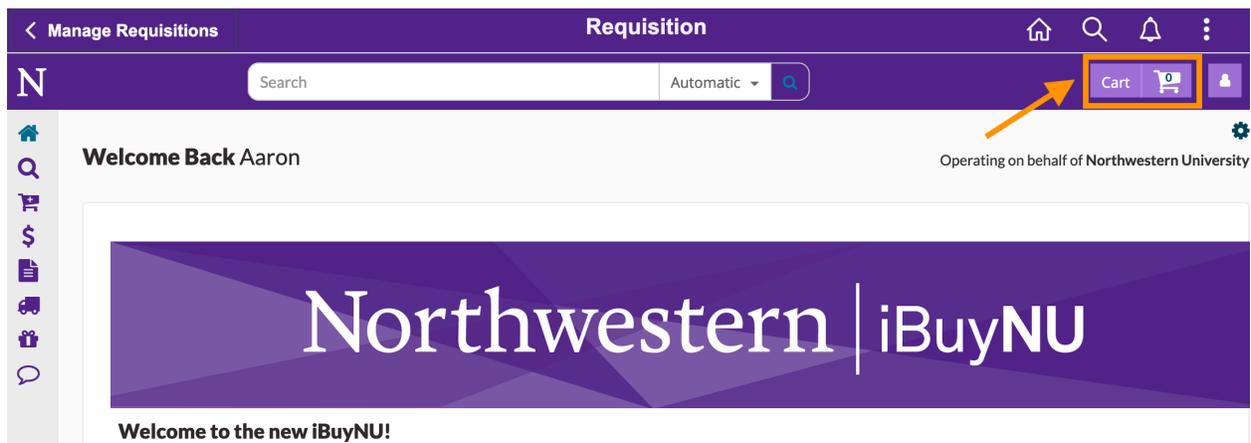
## How to Look Up Group Cart History iBuyNU

### 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.

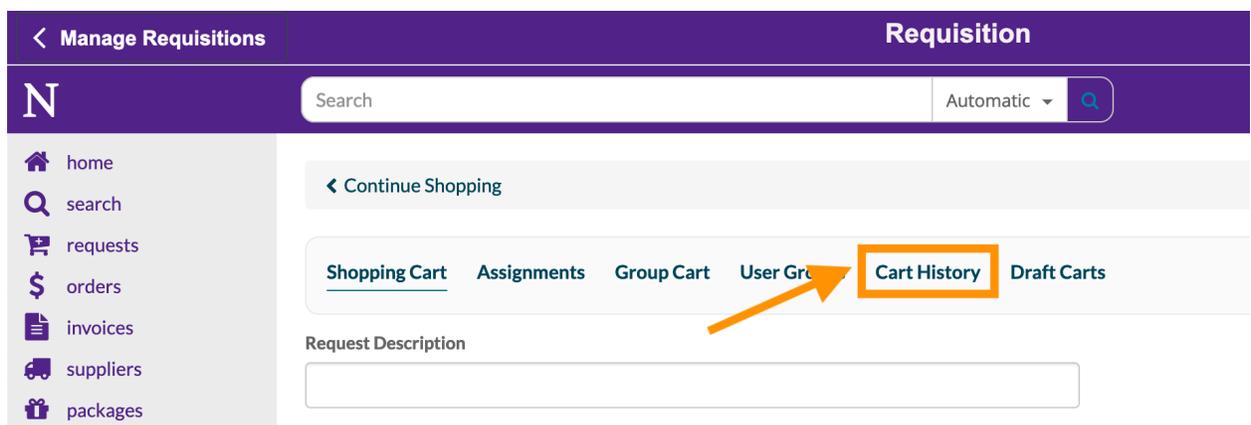
### Step 1

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



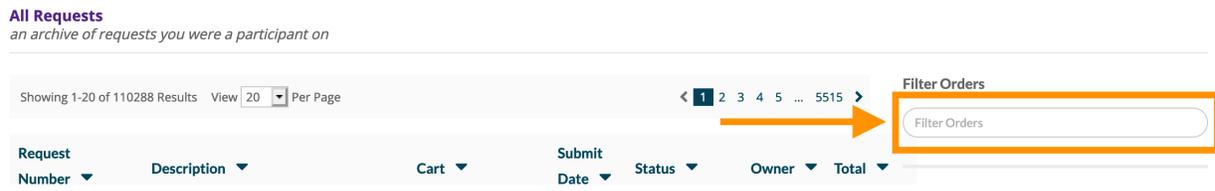
### Step 2

- Click on the **Cart History** link (see image below)



## 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.



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