

## ORDER CONFIRMATION FEATURE

The following suppliers now have an "Order Confirmation" feature enabled within U Market:

## Amazon | Lenovo | Linde | MSC Industrial Supply | PerkinElmer

This means you can look up a purchase in U Market and ensure that the supplier has received the order. See below for more details on how this feature works!

1 Log into U Market and hover over the "Orders" icon on the left-side.

> Then click "Search > Purchase Orders."

2 On the orders page, you will notice that some orders say "Accepted" in the "Shipping Status" column.

> This means the supplier has confirmed that they've received the order.

Suppliers who do have the Order Confirmation Feature enabled will simply display "Sent to Supplier" as their status.

3 If you click the PO # of a supplier who has this feature enabled, you will notice a tab at the top labeled "Confirmations."

> In this section, you will find an order confirmation number and any notes from the supplier about your purchase.







If you have any questions about this feature—or any other—feel free to contact U Market Customer Support at 612-624-4878 or ums@umn.edu.