Effective March 26, 2012, “Order History” in Marketplace will be replaced with “Order Query” a faster, easier way to lookup past order information.

Benefits of Order Query:

Order Query features a simplified interface, similar to Marketplace’s product search. All order types (Requisitions, Purchase Orders and Invoices) can be queried from a single page. Search results will return all documents matching the search criteria entered.

Filter query criteria after search is performed. In addition to the extensive Advanced Search criteria that’s available when creating a query, search results can be further refined using post-search filters.

Relative Date Ranges are available when performing an Order Query. Do you have a query you run on a weekly, monthly or quarterly basis? Search criteria can now accept relative date ranges (ie: last xx days, last week, last month, calendar year to date, fiscal year to date, etc). Create and save a query, then run it again and again with a single click!

Schedule queries to run automatically on a weekly or monthly basis. Marketplace will send you an email when your query is ready.

Share frequently used queries with others in your lab or department. Contact Marketplace Help (mphelp@ucsd.edu) to set up a shared query folder.

Using Order Query:

There are two ways to use Order Query: Simple Search and Advanced Search.

There are three selections to make in Simple Search:

1. **What type of orders (Requisitions, Purchase Orders or Invoices) do you want to search?** The default is All Orders, but you can also select Requisitions, Purchase Orders or Invoices.

2. **What are you searching for?** Enter key terms like Requisition/PO Numbers, a Supplier name or a Catalog number

   **Hint: Click “Query” for a complete list of available search terms.**

3. **What dates do you care about?** Select from relative date range options or manually create your own date range.

   **Advanced Search** offers the ability to query very specific, detailed criteria. An Advanced Search can be performed against all order types or individual order types. Advanced Search is recommended when search criteria are known in advance.
Training:

Questions? Want to see more? Sign up for a Marketplace Order Query webinar on the [UC Learning Center](#):

**MKTPL NEW FUNCTIONALITY: ORDER QUERY – WEBINAR:** Learn about the new order query criteria, filters and exporting options. Requisitions, Purchase Orders and Invoice searches can now be saved and even shared, much like Favorites!

- Wednesday, March 28, 2012 - 1:00:00 PM PDT - 2:00:00 PM PDT
- Thursday, April 05, 2012 - 1:00:00 PM PDT - 2:00:00 PM PDT

Thank you,

Marketplace Team

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Phone: 858.534.9494