



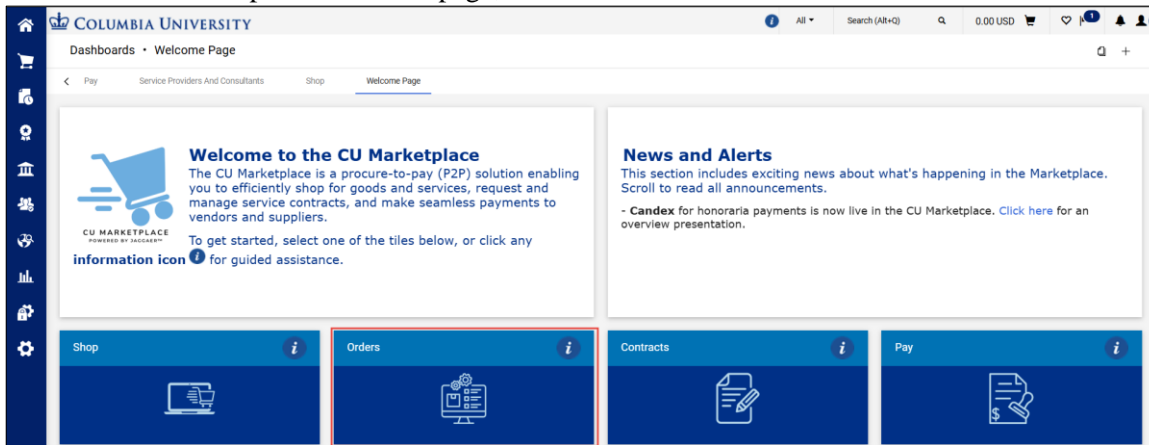
CU Marketplace Pilot Pro Tip: How do I access my In-Progress Goods & Services Requests, Carts, Requisitions and Vouchers?

What is it?

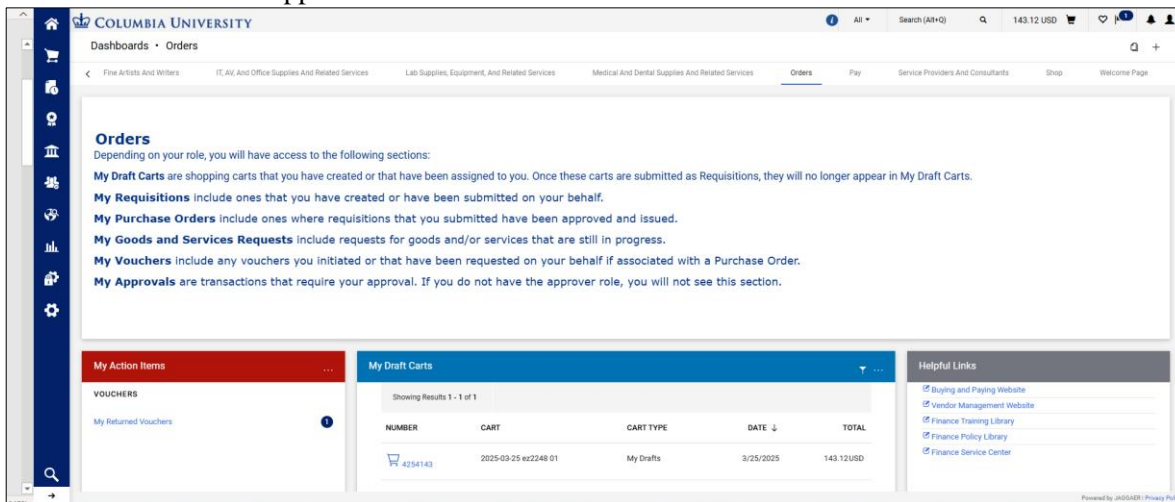
To access any in-progress CU Marketplace documents such as draft Goods and Services Requests, Carts, Requisitions, or Vouchers, use the Orders dashboard. From there, you can open the desired document to continue editing and submit it into approval workflow.

Viewing the Orders Dashboard

1. From the CU Marketplace Welcome page, click the **Orders** tile.



The Orders dashboard appears.



The Description panel outlines all the sections available on the page.

2. Scroll down to view the different sections in the Orders dashboard.

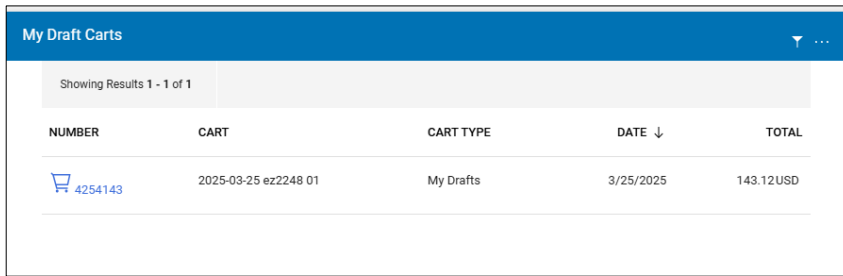
My Non-Catalog Goods and Services Requests

My Non-Catalog Goods and Services Requests				
Total Procurement Requests: 2				
Form Name	Form Status	Requestor	Submitted Date	Completed Date
Goods and Services Request Form	Incomplete	Eric Zaretsky		
Goods and Services Request Form	Incomplete	Eric Zaretsky		


My Non-Catalog Goods and Services Requests include requests for goods and/or services that are still in progress. If you selected to Save Progress when completing your Goods and Services Request Form (e.g. in order to gather required attachments), you can return to your form from here.

Click the **Form Name** to reopen and complete your Goods and Services Request Form.

My Draft Carts



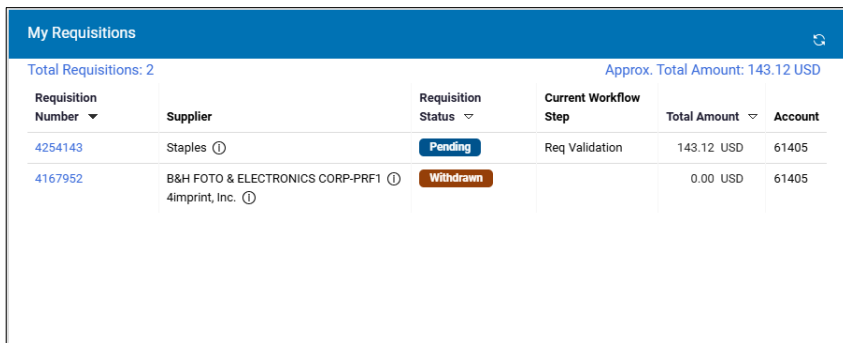
The screenshot shows a table titled "My Draft Carts" with a blue header. Below the header, it says "Showing Results 1 - 1 of 1". The table has five columns: NUMBER, CART, CART TYPE, DATE ↓, and TOTAL. There is one row with a shopping cart icon next to the number 4254143, a cart ID of 2025-03-25 ez2248 01, a type of "My Drafts", a date of 3/25/2025, and a total of 143.12 USD.

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
 4254143	2025-03-25 ez2248 01	My Drafts	3/25/2025	143.12 USD

My Draft Carts are Shopping Carts that you have created or that have been assigned to you but that have not yet been submitted into workflow as a Requisition.

Click the **Number** of the Draft Cart to continue shopping or to submit the Cart as a Requisition.

My Requisitions



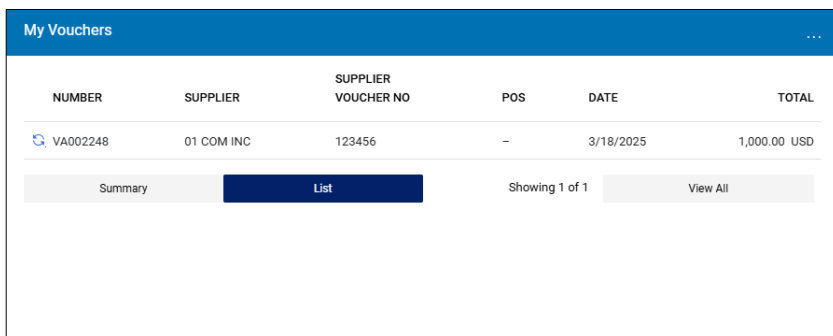
The screenshot shows a table titled "My Requisitions" with a blue header. Below the header, it says "Total Requisitions: 2" and "Approx. Total Amount: 143.12 USD". The table has six columns: Requisition Number, Supplier, Requisition Status, Current Workflow Step, Total Amount, and Account. There are two rows. The first row has Requisition Number 4254143, Supplier Staples, Requisition Status Pending, Current Workflow Step Req Validation, Total Amount 143.12 USD, and Account 61405. The second row has Requisition Number 4167952, Supplier B&H FOTO & ELECTRONICS CORP-PRF1 4imprint, Inc., Requisition Status Withdrawn, Current Workflow Step, Total Amount 0.00 USD, and Account 61405.

Requisition Number	Supplier	Requisition Status	Current Workflow Step	Total Amount	Account
4254143	Staples	Pending	Req Validation	143.12 USD	61405
4167952	B&H FOTO & ELECTRONICS CORP-PRF1 4imprint, Inc.	Withdrawn		0.00 USD	61405


My Requisitions include those Requisitions you have submitted into approval workflow or that have been submitted on your behalf. You can access your Requisition to view the approval status, add Comments to request that the Requisition be returned by the Approver for editing, or withdraw the Requisition to terminate it. Refer to the CU Marketplace Pilot Pro Tip [How do I Edit a Requisition or Voucher Submitted for Approval?](#) for more details.

Click the **Requisition Number** to open the Requisition.

My Vouchers



The screenshot shows a table titled "My Vouchers" with a blue header. Below the header, it says "Showing 1 of 1". The table has six columns: NUMBER, SUPPLIER, SUPPLIER VOUCHER NO, POS, DATE, and TOTAL. There is one row with a shopping cart icon next to the number VA002248, a supplier of 01 COM INC, a voucher number of 123456, a POS of -, a date of 3/18/2025, and a total of 1,000.00 USD. Below the table, there are buttons for "Summary" and "List", and a "View All" button.

NUMBER	SUPPLIER	SUPPLIER VOUCHER NO	POS	DATE	TOTAL
 VA002248	01 COM INC	123456	-	3/18/2025	1,000.00 USD

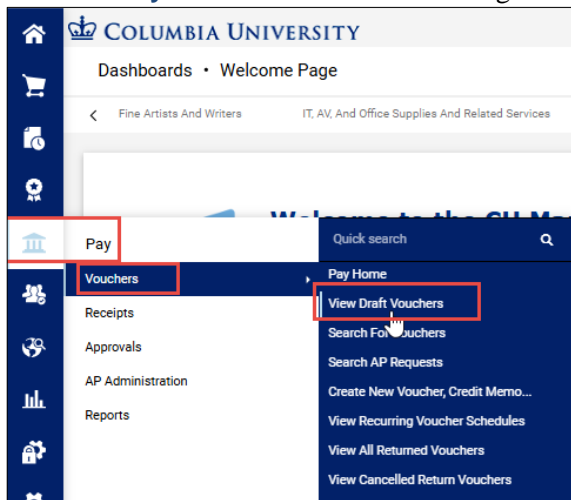
My Vouchers include any PO or Non-PO Vouchers you submitted or that have been submitted on your behalf if associated with a Purchase Order. You can access the Voucher to view the approval status or add Comments to request that the Voucher be returned to you by the Approver for editing. Refer to the CU Marketplace Pilot Pro Tip [How do I Edit a Requisition or Voucher Submitted for Approval?](#) for more details.

Click the **Number** of the Voucher to open it.

Draft Vouchers

Draft Vouchers are Vouchers that are still in-progress. Draft Vouchers are not available on the Orders dashboard. Instead, navigate to View Draft Vouchers from the left side Navigation Menu.

1. Click the **Pay** icon from the left side Navigation Menu and select **Vouchers** and **View Draft Vouchers**.



The Vouchers screen displays My Drafts.

A screenshot of the 'Vouchers' screen in the Columbia University web application. The screen shows a table of draft vouchers. The table has columns for Voucher Name, Supplier Voucher No., Supplier Name, PO No., Status, Voucher Create Date, Voucher Date, Voucher Type, and Voucher Total. There are three rows of draft vouchers listed.

VOUCHER NAME	SUPPLIER VOUCHER NO.	SUPPLIER NAME	PO NO.	STATUS	VOUCHER CREATE DATE ↓	VOUCHER DATE	VOUCHER TYPE	VOUCHER TOTAL
2025-03-25 ex2248 01	123456	Amprint, Inc.		Draft	3/25/2025	3/24/2025	Voucher	0.00 USD
2025-03-12 ex2248 02	3053753	01 COM INC		Draft	3/12/2025	3/11/2025	Voucher	0.00 USD
2025-03-12 ex2248 01	3051644	01 COM INC		Draft	3/12/2025	3/11/2025	Voucher	0.00 USD

2. Click the **Voucher Name** to open the Draft Voucher.

Where do I get help?

Contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

Log an incident or request a service via Service Now

<https://columbia.service-now.com>