**Searching Order Status**

There are many ways users can search for their order status in FREDmart. Below are four examples.

1. Users can search for any document status by using the Quick Search field in the top navigation bar.



1. User can use the left navigation bar and the Order icon to search



1. Users can also use the My Draft Carts section, located at the bottom of the Shopping Home screen to find their requisitions.



1. All documents related to the purchase are linked together. Users can view all documents from any one documents. In a purchase order user can get to the linked documents using Tabs and PR Approval bar.



**User TIP**: If your order has successfully gone through FREDmart and SUNY FMS, “Revision 1” (or higher) will be displayed after the order number. “Revision 0” indicates your order is still pending.

