How do I find out who in Procurement is working on my order?

1. First you must log into CatBuy and go to your queue:

2. At the top of the page it says “Queue Processing/Queue Cross-Reference By Doc. ID”. Click on Queue Cross-Reference By Doc. ID.

3. Type your requisition number in the order number field

4. Click on the “Go” button to the far right
5. Note the “Que ID” column that is located next to the requisition number. This column shows the log on ID of the Procurement Services Department Buyer. In the example shown above the ID is UMKJM. To find out who this person is, you can click on their log on ID (Que ID in this case) and the system will identify who the buyer is and their contact information:

![Log on Information](image)

This is the buyer who has been assigned to work on your order.