

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:

home help log off
User: GARCIA, DENISE
Organization: UCM

Home Orders Suppliers & Catalogs Queries & Reports My Account Log Off

Queue Processing | [Queue Cross-Reference By Doc. ID](#)

user queue: UMDSM order number: [] queue type: All queue type from (m/d/yyyy): []

Selected Doc ID: [] Actions: [] [] [] [] [] [] [] [] [] []

Displaying: 1-5 / 5

All	Doc ID	Doc Type	Sender	Vendor Name	PAN Subject	Contact	Preparer	Attachment Count	AP Inv Control
<input type="checkbox"/>	M357RNA02200	APPROVED REQ	UMCDR	LIVELIGHT	LIVE LIGHT-WELCOME WEEK	UMCDR	UMCDR	1	
<input type="checkbox"/>	M529RNA07800	APPROVED REQ	UMJCR	HOFFMANELE	OLIVE-MTHLY SECURITY ALARM SER	UMJCR	UMJCR	1	
<input type="checkbox"/>	M528RNA00300	APPROVED REQ	UMTTO	CARRIERCOR	CHILLER MAINTENANCE SERVICES	UMJCR	UMJCR	1	
<input type="checkbox"/>	Z830RMA20000	APPROVED REQ	UMCLO	99REQDUMMY	S&E HVAC	UMDNT	UMDNT	0	
<input type="checkbox"/>	Z830RMA19900	APPROVED REQ	UMCLO	99REQDUMMY	S&E HVAC	UMDNT	UMDNT	0	

Displaying: 1-5 / 5

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](#).

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Queue Processing | [Queue Cross-Reference By Doc. ID](#) [New Message](#) [New PO](#) [Queue](#)

order number: [] queue type: All queue type from (m/d/yyyy): [] to (m/d/yyyy): [] Go

Please enter order number (at least Department Number and Class of Order).

3. Type your requisition number in the order number field

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Queue Processing | [Queue Cross-Reference By Doc. ID](#) [New Message](#) [New PO](#) [Queue](#)

order number: M200RNA0240 queue type: All queue type from (m/d/yyyy): [] to (m/d/yyyy): [] Go

Please enter order number (at least Department Number and Class of Order).

4. Click on the “Go” button to the far right

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Queue Processing | [Queue Cross-Reference By Doc. ID](#) [New Message](#) [New PO](#) [Queue](#)

order number: M200RNA0240 queue type: All queue type from (m/d/yyyy): [] to (m/d/yyyy): [] Go

Displaying: 1-1 / 1

Doc ID	Que ID	Doc Type	Sender	AP Invoice Control Key	Que Date	Doc Date	Total Amount
M200RNA02400	UMKJM	APPROVED REQ	UMMYA		7/26/2010		

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:

The screenshot shows a web application interface for "Queue Processing | Queue Cross-Reference By Doc. ID". At the top, there is a navigation bar with links for Home, Orders, Suppliers & Catalogs, Queries & Reports, My Account, and Log Off. The user is identified as DENISE GARCIA from UCM. A search form is present with fields for order number (M200RNA0240), queue type (All queue type), and date ranges. A table displays one entry with Doc ID M200RNA02400 and Que ID UMKJM. A "User Information" popup window is open, showing details for the user UMKJM.

Doc ID	Que ID	Doc Type	Sender	AP Invoice Control Key	Que Date	Doc Date	Total Amount
M200RNA02400	UMKJM	APPROV			10		

User Information

Logon ID: UMKJM
Name: MEADE, KAREN
Email: KMEADE2@UCMERCED.EDU
Phone: 209-228-4611

Close

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