Overview: If a catalog order needs to be resubmitted in SRM, follow one of the two submission methods provided below. If you created the catalog order, use “method one.” If you did not create the catalog order, use “method two.”

**METHOD ONE: Follow these instructions only if you created the catalog order.**

1. Log in to SRM via the SRM MarketPlace (BCM Intranet > Self Service > MarketPlace).
2. Click Go Shopping > Shop Full Functionality.
3. Enter the Set Values for the shopping cart.
4. Click Add Item and select Supplier Catalogs from the drop-down menu. **NOTE:** You will be routed to SciQuest.
5. Once you are in SciQuest, click Shop > View My Orders (Last 5 Orders) or press Alt + P.
   - **NOTE:** If you are not sure which basket needs to be resubmitted, click on the desired requisition number to display the associated items. You will be directed to the Item Details page.
   - If you selected the incorrect basket, right-click and select Back to return to the list of recent requisitions.

Quick Reference Guide
- Version: 14-0224-02
- Questions: srm-feedback@bcm.edu
- IT Help Desk: 713-798-8737
• If you selected the correct basket, locate the **Available Actions** drop-down menu (located in the upper, right-hand corner of the **Items Details** page). Select **Resubmit Cart** and click **Go**.

**METHOD TWO:** Follow these instructions only if you DID NOT create the catalog order, but need to resubmit the order.

1. Log in to SRM via the SRM MarketPlace (**BCM Intranet > Self Service > MarketPlace**).
2. Click **Go Shopping > Shop Full Functionality**.
3. Enter the **Set Values** for the shopping cart.
4. Click **Add Item** and select **Supplier Catalogs** from the dropdown menu.
   
   **NOTE:** You will be routed to SciQuest.
5. Once you are in SciQuest, click **Orders & Documents > Search Documents**.
6. Using the **Search** box, enter the desired requisition (basket) number and click **Go**.

   **NOTE:** If you DO NOT know the basket number, click **Advanced Search** for additional search options. For instructions on performing an **Advanced Search**, refer to page three of this document.
**NOTE:** If no search results display, there may be a security issue preventing you from retrieving someone else's catalog order. Please contact srm-feedback@bcm.edu for assistance.

7. Once the search results display, click on the corresponding **Requisition No.** hyperlink.

8. Locate the **Available Actions** drop-down menu. Select **Resubmit Cart** and click **Go**.

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**Performing an Advanced Search to Locate a Requisition Number**

*If you need to resubmit a catalog order but do not know the basket number, follow the steps below to locate the basket through the **Advanced Search** feature.*

1. Within the SciQuest **Search Documents**, click **Advanced Search**.

2. The **Advanced Search** displays, providing additional search criteria. Within the **Requisition Information** search area, it is useful to search for a desired basket using the **Prepared By** and **Date** criteria:
• Within the **Prepared By** field, enter the BCM user name of the person who created the basket. If you do not know the person’s BCM user name, click the **Search** icon that appears to the right of the field and locate and select the desired person.

• Within the **Date** criterion, click on the **All Dates** drop-down and select the desired option.

3. After completing all desired search fields, click **Go**.

4. A list of search results displays. Click on the desired requisition number to display the associated items.

   • If you selected the incorrect basket, **right-click** and select **Back** to return to the list of recent requisitions.

5. If you selected the correct basket, locate the **Available Actions** dropdown menu. Select **Resubmit Cart** and click **Go**.