YoMart FAQs

Contract/Contract Request

- How do I search for Contract Requests?
- How do I search for Contracts?

General

- How do I set my notification preferences?
- What Commodity Code do I use?
- How do I add a shipping address in YoMart?
- How do I add a vendor who is not in YoMart?

Orders

- How do I link a Contract in the Direct Pay Form?
- How do I add an Account Code at the line level?
- How do I add multiple account codes to a requisition?
- How do I search for Requisitions or POs?
- How do I make changes to a requisition that has already been submitted?
- How do I correct "over-receiving" in YoMart?
- How do I change the contact name for shipping?
- All line items have been rejected?

Shopping/Shopping Cart

• Assigning a Cart to Another User

Search Knowledge Base

Submit a Service Request

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