Searching Archived Transactions

All transactions prior to 5/31/2019 have been Archived as of July 2022. Once Archived, they can only be viewed and cannot be edited or submitted. These instructions show how to locate Archived transactions.

Go to NOVAbuy and click All Transactions.

Next click Advanced Search to change Selection to “Archive” and Date Range to “All”.

Click Apply and this will display all Archived transactions.

For selected users with additional access to Order Summary, you will need to click the check box Include Archive Transactions to have them display.

Please contact the Procurement Department with any questions.