

Quick Reference Guide

The screenshot shows the buyND website interface. At the top right, there is a user profile for 'Javier Hernandez' with a dropdown arrow, a star icon for 'Action Items' with a count of 35, a 'Notifications' icon, and a shopping cart icon showing '0.00 USD'. Below this, a navigation bar contains numbers 7, 8, 9, 10, 11, and 12. On the left side, a vertical navigation bar contains icons for home, shopping cart, documents, a pencil, a building, a bar chart, a padlock, a gear, and a magnifying glass. The main content area includes a search bar with 'Shop' and 'Everything' selected, a 'Go' button, and a 'Go to:' link. Below the search bar are three sections: 'Welcome to buyND!' with a 'SUPPLIER EXPO' announcement, 'Preferred Supplier Showcase' with logos for Airgas, Office Furniture Steelcase/OFS, Express Press, FedEx Office, Goy Connection, and GRAINGER; 'Additional Supplier Showcase' with logos for Fisher Scientific, Life AB InVivo, Newark, and SIGMA-ALDRICH; and 'Procurement Services Forms' with links for 'PO Change/Cancel Request Form' and 'Supplier Add Request Form'. A 'Document Search quick reference guide' link is also present.

1. **Side Navigation Bar**- a clean, slide-out side menu that displays the available menu options.
2. **Menu Search**- a keyword search that returns a list of pages containing that keyword.
3. **Bulletin Board**- posts of important Procurement Services information and news.
4. **Non-Catalog Form**- non-catalog refers to purchases where hosted or punchout catalogs are not available. Use this form to enter all information regarding an order.

5. **Preferred Supplier Showcase**- links to punchouts and websites of preferred suppliers.
6. **Procurement Services Forms**- the PO Change/Cancel Request Form and the Supplier Add Request Form.
7. **Profile**- contains key information about a user, including contact information, ship-to addresses, FOAPALS, etc.
8. **Bookmarks**- configure bookmarks for quick access to commonly used pages.

9. **Action Items**- items that require some sort of action, such as requisition approval.
10. **Notifications**- certain action items, such as submitted requisition or approvals, will trigger notifications.
11. **Cart Preview**- allows you to get a quick view of your active shopping cart.
12. **Quick Search**- gives you access to a variety of searches, such as POs, requisitions, and receipts.

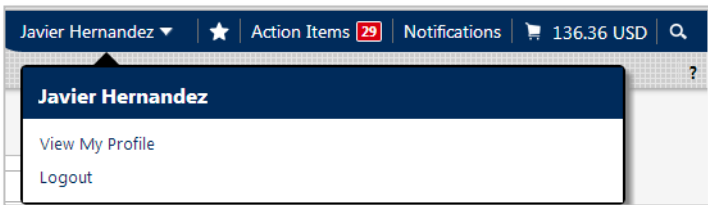
Navigation

1. The **Home** menu is the first screen after login. You will see the **Preferred Supplier Showcase** as well as other punchout suppliers.

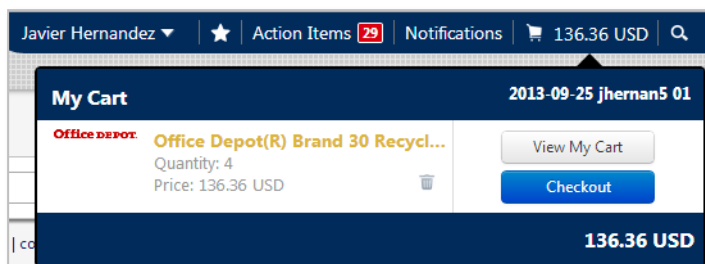


2. As you access other areas, the **side navigation bar** and the **top banner** will remain in place. **Action Items** and **Notifications** will be available in the top banner. If you have pending action items or notifications, a number indicating the number of pending items will display in red. Click on the drop-down text to access the list.

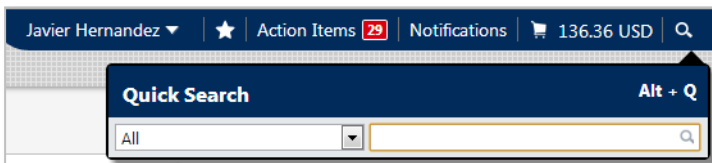
3. The **user profile** contains your information, including contact information, permissions, ship-to and bill-to addresses, FOAPALS, etc. To get to your profile, click the drop-down to the right of your name.



4. **Cart Preview** allows you to get a quick view of your active shipping cart. From this preview, you can review the item, delete an item, or access the active cart.

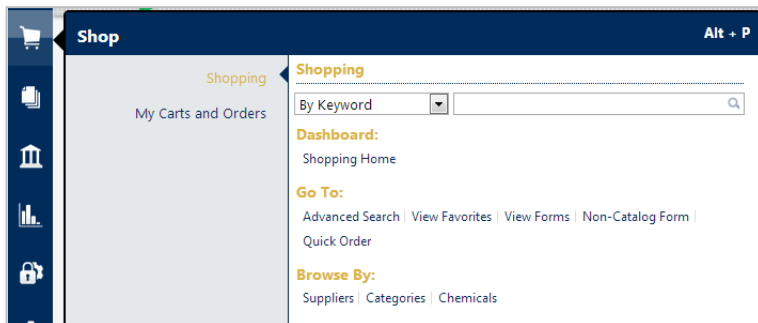


5. The **Quick Search** feature gives you access to a variety of searches, such as POs, requisitions, user profile, etc. You select the search type from the drop-down menu or just use the **All** option. Type in the PO, requisition, or receipt number, and the function will bring back results for that number. Click on the search result to travel directly to that document.

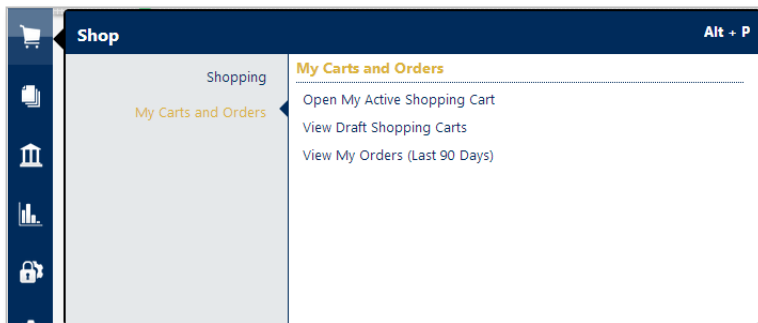


6. Most areas will be accessible from the side navigation bar. When you roll over the main menu icons, slide-out sub-menus will appear.

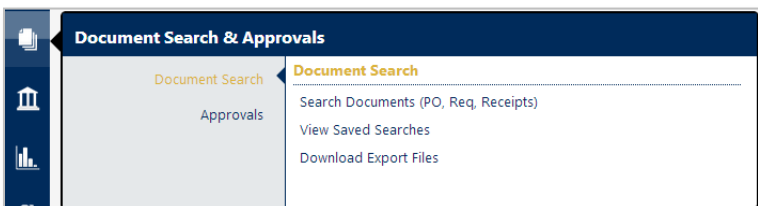
7. The **Shop** menu contains menu options related to shopping tasks. From the **Shopping** sub-menu, you can search by keyword or catalog number. You can also access Favorites, Forms, and the Non-Catalog Form.



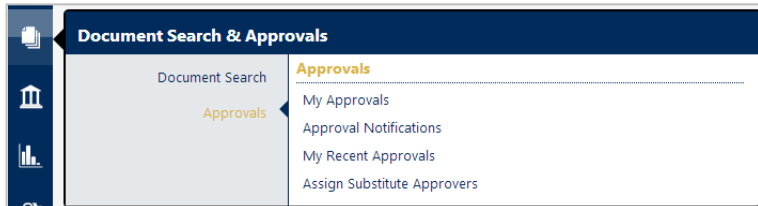
8. The **My Carts and Orders** sub-menu contains your active Shopping cart, your draft shopping carts, and your most recent orders.



9. The **Document Search and Approvals** menu contains the **Document Search** sub-menu, which allows you to search POs, Requisitions, and Receipts, view your saved searches, or download export files.



10. The **Approvals** sub-menu lists all tasks associated with approvals, including your approvals, notifications, and recent approvals.



11. If you are unsure of the location of a specific menu, you can use the **Menu Search** feature. **Menu Search** returns a list of pages containing that keyword. In addition to the menu option link, the search also displays the correct path to lead you to the menu item.

