Quick Reference Guide

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.

Questions?
Procurement Services Help Desk
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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.