Guided Shopping in buyND+

1. Shopping Home Page
   - Click **Shopping** tile on the **Home** screen

   ![Shopping Home Page](image)

2. Guided Shopping Dashboard Navigation
   - The **single search box** at the top of the page is convenient for searching for products or suppliers.
   - The **non-catalog item** form is available from this screen as well.

   - **Quick links** allow you to get to important ordering information and forms with just one click.

4. Guided Shopping Dashboard
   - The guided shopping dashboard is designed to help you get to the items and suppliers easily.
   - Simply click on the **category tile** that represents the product you need to purchase to be redirected to the appropriate dashboard and marketplace.

For assistance, call Procurement Service Help Desk at 631-4289 or email at buy@nd.edu
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5. Shopping using the tiles
   • Available information and items under each tile will vary depending on the product tile you choose. I.E. Lab/Scientific Supplies tile shows another set of category tiles to choose in order to narrow your search.

6. Category Dashboard Information
   • Under the Lab Supplies tile you will see the Market Place identifying the suppliers who sell lab supplies and also which suppliers are "Strategic" suppliers.

7. Category Dashboard Information Cont.
   • You will also see the one stop shop bar option and any important information about purchasing.
   • Each dashboard also identifies the Procurement Specialist you can contact for assistance with your purchase and shows some shortcuts to your orders.

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