


eProcurement: New Shopping Experience

The new shopping experience is a redesign of the shopping pages that consolidates the Advanced and Express shopping experiences into a single new interface that streamlines, simplifies, and modernizes the user shopping experience.

Organization settings and user permissions determine whether you see the new shopping experience or the classic shopping view. Shopping features are similar in both the classic and new layouts, the difference simply lies in the way the shopping items are presented.

Users may have the option of switching between new and classic and views. If this is the case, there will be a **New Shopping Experience** link on the Shopping Home page that will take you to the new view. There will also be a **Choose your experience** icon  displayed on all shopping pages that can be used to switch between old and new shopping experiences at any time.

Important Note: Some shopping features are not yet available in the new shopping experience. These features will be added in future releases.

The new shopping experience contains these pages.

Search

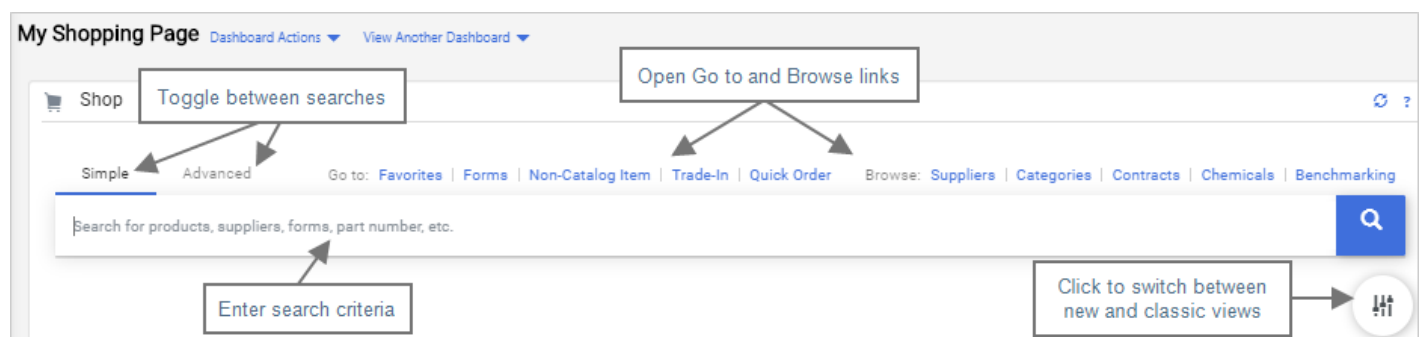
The first page of the new shopping experience displays a search field and purchasing showcases that have been configured by your organization.

In the **search field**, users enter key words for the items they want to purchase, then click the search icon. Users can search for hosted and non-catalog items, forms, requests, and level II punchout items.

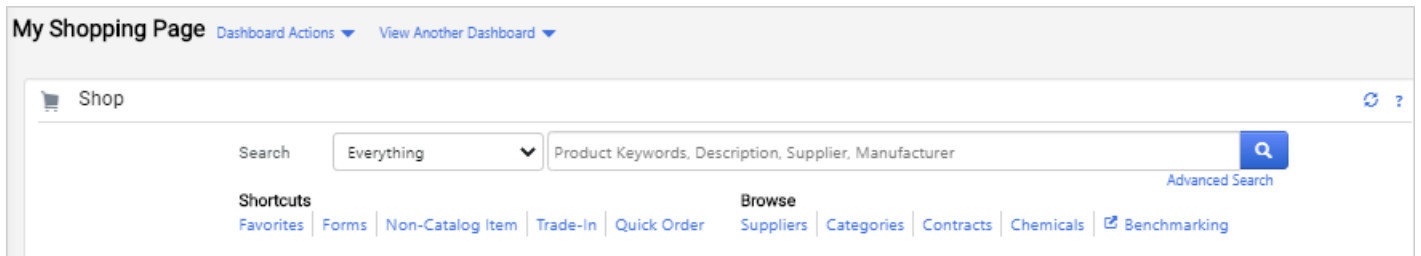
Simple and **Advanced** tabs along the top of the search field allows users to toggle between simple and advanced search pages.

The **Go to** and **Browse** shortcut links provide quick access frequently used features such as favorites or forms. The links are displayed as text above the field on a wide screen, and collapse into an actions icon ******* with a drop down menu on narrower screens.

New shopping experience






Classic experience



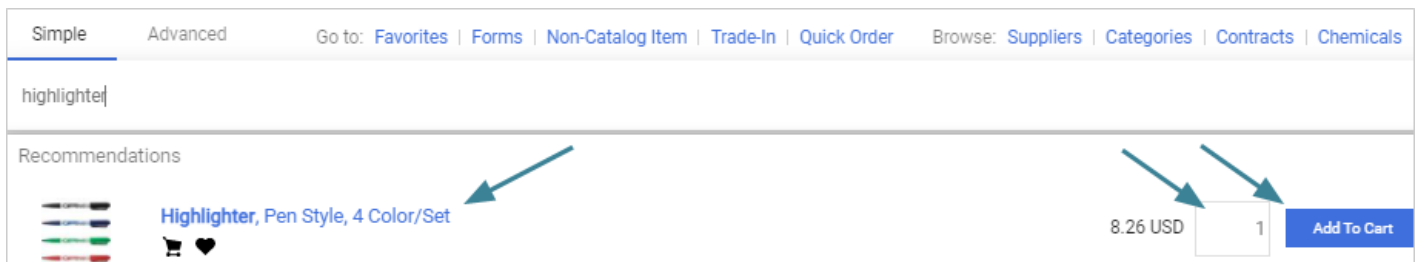
Recommended Search Items

In the new shopping experience, the product search field offers up to 10 recommended items based on a user's personal and shared favorites, and items that have been added to requisitions in the last 30 days. If there are no recommended items, or you don't want to use one of the recommended items, click the Search icon to generate a search.

In the recommended item list:

- Clicking on a product name will launch a search for the item and take users to the search results.
- A  icon indicates that an item is in the logged user's personal favorites folder. A  icon indicates that an item is in a shared favorites folder. A  icon indicates that an item has been added to a requisition in the last 30 days.
- An **Add To Cart** button allows users to add an item or request directly to their cart. An **Add and checkout** option on the drop-down menu will take users directly to the Checkout/Requisition page where they can purchase their items without going through the search results.

New shopping experience

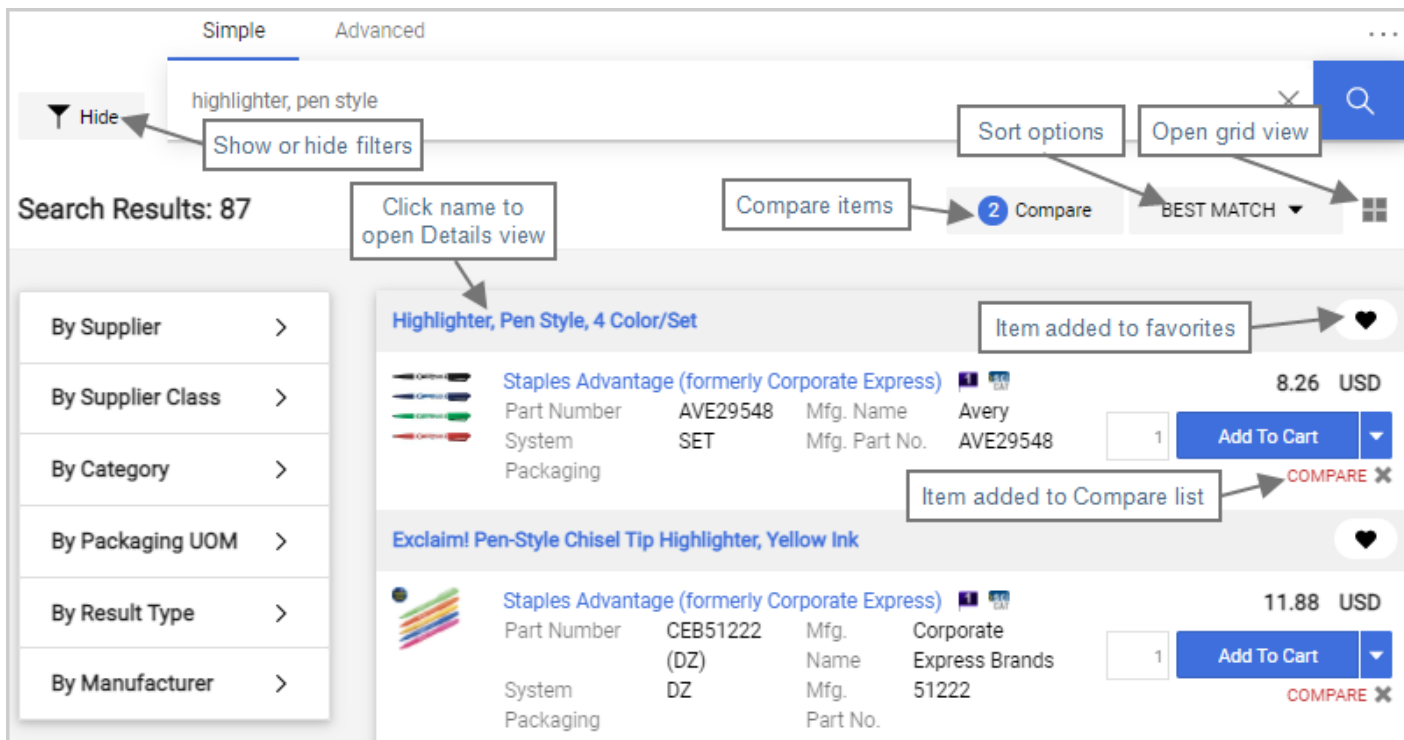


Search Results

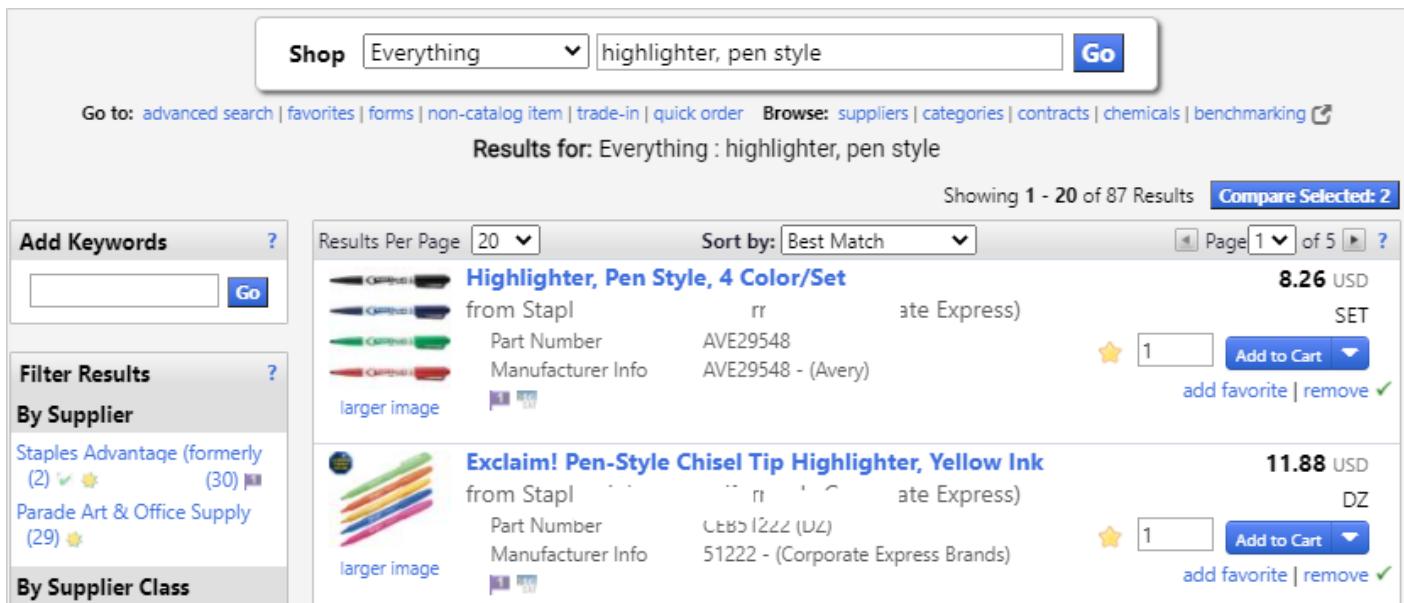
Items that match the search criteria are displayed on the search results page. On this page users can:

- Search for additional items using the search field at the top of the page.
- Apply multiple search filters in the left sidebar to narrow search results.
- Choose different sorting preferences from the BEST MATCH menu.
- Click on an item to display product details.
- Compare products.
- Add items to their Favorites.

New shopping experience



Classic experience



List and Grid Views

In the search results page, you can switch between **list** view as shown above, or you can click the **grid** icon to view items as tiles in a "sticker" format. The grid view displays 1-6 columns of tiles, depending on the size of the screen. You can click the gear icon to choose which product details are displayed on the tiles.

New shopping experience

Simple Advanced

highlighter, pen style

Select the information that is displayed on the tiles

Hide Show or hide sidebar

Search Results: 87

2 Compare BEST MATCH

By Supplier >

By Supplier Class >

By Category >

By Packaging UOM >

By Result Type >

By Manufacturer >

Highlighter, Pen Style, 4 Color/Set

Part Number
AVE29548

Mfg. Name
Avery

8.26 USD

1 Add To Cart

Exclaim! Pen-Style Chisel Tip Highlighter, Yellow Ink

Part Number
CEB51222 (DZ)

Mfg. Name
Corporate Express Brands

11.88 USD

1 Add To Cart

Delivery Lead Time
 Mfg. Name
 Mfg. Part No.
 Part No.
 Product Flags
 Supplier
 Supplier Classes
 System Packaging


Apply Cancel

Details View

Clicking on item name in the Search Results, Cart or Checkout pages opens a **Details** view, which provides detailed product information. Information panels in the view can be expanded or collapsed. You can also change the number of items you want to order and add it to your cart from this view.

New shopping experience

Exclaim! Pen-Style Chisel Tip Highlighter, Yellow Ink
Go to next or previous item



larger image

Personal Favorite

Supplier Classes

- The most preferred supplier
- Science Catalog Supplier


Product Details Expand or collapse sections

Supplier	Corporate Express Brands (formerly Corporate Express)	Supplier UOM	DZ
Supplier Size	12	Buyer UOM	DZ
Buyer Size		Part Number	CEB51222 (DZ)
Manufacturer Name	Corporate Express Brands	Manufacturer Part Number	51222
Category	Highlighters	Category UNSPSC	44-12-17-16
Color		Image URL	
Lead Time	1	MSDS URL	http://msds.cexp.com/msds/EXP500...
UNSPSC	44-12-17-16		

Classic design in a slim barrel for bold or thin strokes. Bright colors are appropriate for all occasions. Slim barrel and sturdy clip conveniently fit into organizer, binder or pockets. Sturdy clip creates bold or thin strokes for quick reference.

DZ 11.88 USD **Add To Cart**

Classic experience



larger image

Exclaim! Pen-Style Chisel Tip Highlighter, Yellow Ink

Supplier	Corporate Express Brands	Price	11.88
Part Number	CEB51222 (DZ)	Quantity	<input type="text" value="1"/>
Manufacturer Name	Corporate Express Brands	<input type="button" value="Add To Active Cart"/> <input type="button" value="Go"/>	
Manufacturer Part Number	51222		
System Packaging	DZ		

Product Details

Supplier UOM	DZ
Supplier Size	12
Buyer UOM	DZ
Category	
Category UNSPSC	44-12-17-16
Color	
Image URL	http://static.eway.com/catalog/0...
Lead Time	1
MSDS URL	http://msds.cexp.com/msds/EXP500...
UNSPSC	44-12-17-16

Cart

The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, indicate whether the item is taxable or is a capital expense, adjust quantities and view an estimated total purchase amount.

New shopping experience



The screenshot shows the 'New shopping experience' interface. At the top left, there is a 'Shopping Cart' dropdown menu with a '2021' year selector and a callout: 'Click to empty, create or share a cart'. Below this are 'Simple' and 'Advanced' tabs, with a callout: 'Search to jump back to shopping'. A search bar contains the text 'Search for products, suppliers, forms, part number, etc.' and a magnifying glass icon with a callout: 'Click to open Actions menu for selected items'. The main content area shows '1 Item' from 'Staples Advantage (formerly Corporate Express)' for a total of '8.26 USD'. A callout points to a three-dot menu icon: 'Click to open Actions menu for supplier'. Below the item name is a table with columns: Item, Catalog No., Unit Price, Quantity, Ext. Price. The table contains one row: '1 Highlighter, Pen Style, 4 Color/Set, AVE29548, 8.26, 1 SET, 8.26'. A callout points to the item name: 'Click to view item details'. Another callout points to a three-dot menu icon next to the item: 'Click to open Actions menu for individual items'. On the right side, there is an 'Estimated totals' panel with a printer icon. It shows 'Estimate (8.26 USD)' with a dropdown arrow. The totals are: Subtotal 8.26, Tax1 0.00, Tax2 0.00, Shipping 0.00, Handling 0.00, and a total of 8.26. At the bottom of this panel are 'Proceed To Checkout' and 'Assign Cart' buttons.


Classic experience

The screenshot shows the 'Classic experience' interface. At the top left, it says 'Shopping Cart for Brynn Wilson' with a 'Continue Shopping' button. Below this is a form to 'Name this cart:' with the value '2021-03-07 bwilson 01' and a 'Share my cart with others' checkbox. On the right, a summary box shows '4 Item(s) for a total of 99.04 USD', with 'subtotal: 99.04 USD' and 'estimated tax, shipping & handling: 0.00 USD'. Below this are 'Proceed to Checkout' and 'Assign Cart' buttons. A toolbar contains buttons for 'Update', 'Help', 'Add Non-Catalog Item', 'Add Trade-In', 'Empty Cart', and 'Create New Cart'. Below the toolbar is the 'Staples Advantage (formerly Corporate Express)' logo and a 'more info...' link. A table shows the item details: 'Product Description', 'Unit Price', 'Quantity', and 'Total'. The item is 'Highlighter, Pen Style, 4 Color/Set' with a unit price of 8.26 and a quantity of 1, totaling 8.26. Below the table are fields for 'Part Number' (AVE29548), 'Manufacturer Info' (AVE29548 - (Avery)), and 'Commodity Code'. There are checkboxes for 'Taxable' and 'Capital Expense'. A 'change price...' link and an 'Update' button are also present. A 'More Actions' dropdown menu is at the bottom right of the item section.

Checkout

Tabs at the top of the page contain additional information about the document. Items are listed in the bottom section.




- Click tabs to view and edit information within them.
- Click the edit  icon to modify information in a section.
- Click the actions  icon to see actions that can be performed for the area you are in. In the Items section, on individual items, you will see actions that can be applied the that item only. If you select the icon near the top of the Items section, you will see actions that can be taken for all selected items.

- Click the drop down menus next to headings see a list of additional actions that can be taken. For example, clicking the drop down menu next to the Requisition heading displays Continue Shopping or Add Comment actions. Select a line item and open the Actions menu to see a list of actions that can be taken for the selected items.
- The right sidebar shows document totals, primary actions, and related documents. Users can also view approval workflow information in the **What's next for my order?** section.
- Click the FILTER VIEW icon  view or hide header and line item details, line items only, or accounting codes only.

New shopping experience

Requisition ▾ : 2968594

Summary Taxes/S&H PO Preview Comments Attachments History


General  ... **Shipping**  ... **Billing**  ... ▾

Cart Name: 2021-03-07 bwilson 01 **Ship To**

Description: *no value*


Prepared by: Brynn Wilson 3020 Carrington Mill Blvd
Suite 100
Morrisville, NC 27560
United States

Prepared for: Brynn Wilson

PO Clauses:  Edit | View details

Tax Code: *no value*

Delivery Options

Expedite: 

Ship Via: Best Carrier-Best Way

Requested Delivery Date: *no value*

Bill To


Contact Line 1 Brynn Wilson
6501 Weston Parkway
Cary, NC 27513
United States



Credit Card Info


No credit card has been assigned.


Billing Options


Accounting: *no value*
Date:


Accounting Codes  ... >


Internal Notes and Attachments  ... **External Notes and Attachments**  ... >

1 Item  ▾

Staples Advantage (formerly Corporate Express) - 1 Item - 8.26 USD 

▾ SUPPLIER DETAILS 

Item	Catalog No.	Unit Price	Quantity	Ext. Price	
1 Highlighter, Pen Style, 4 Color/Set	AVE29548	8.26	1 SET	8.26	

▾ ITEM DETAILS 

Draft

Total (8.26 USD) ▾

Subtotal 8.26

Tax1 0.00

Tax2 0.00

Shipping 0.00

Handling 0.00

8.26

Check Budget


Place Order

Assign Cart

What's next for my order? ▾

Next Step: Order Consolidation

Approvers: Admin, Triton
Fuller, Frank

Workflow 

Show skipped steps

Draft Active
Brynn Wilson

Order Consolidation Future ...

Spend Collection-Check Robot ... Future

Classic experience

Requisition			PR Approvals	PO Preview	Comments	Attachments	History	
Summary			General	Shipping	Billing	Accounting Codes	Supplier Info	Taxes/S&H
Hide header								Hide value descriptions
General			Shipping			Billing		
Cart Name	2021-03-07 bwilson 01	<input type="button" value="edit"/>	Ship To	<input type="button" value="edit"/>	Bill To	<input type="button" value="edit"/>		
Description	no value		Attn: Brynn Wilson		Contact Line 1 Brynn Wilson			
Prepared by	Brynn Wilson		Department		6501 Weston Parkway			
Prepared for	Brynn Wilson		3020 Carrington Mill Blvd		Cary, NC 27513			
PO Clauses	edit clauses...		Suite 100		United States			
0001	Privacy Standards		Morrisville, NC 27560					
101	Entire Agreement		United States		Credit Card Info	<input type="button" value="edit"/>		
121212	Inspections		Delivery Options	<input type="button" value="edit"/>	No credit card has been assigned.	manage your cards...		
	view all clauses - (3)		Expedite	<input type="checkbox"/>				
Tax Code	no value		Ship Via	Best Carrier-Best Way				
	View/edit by line item...		Requested	no value				
			Delivery Date		Billing Options	<input type="button" value="edit"/>		
					Accounting Date	no value		
						View/edit by line item...		
Accounting Codes								
Region			Department			Project Code		
no value			no value			no value		
View/edit by line item...								
Internal Notes and Attachments					External Notes and Attachments			
Internal Note					Note to all Suppliers			
no note					no note			
<input type="button" value="edit"/>					<input type="button" value="edit"/>			
Internal Attachments					Attachments for all suppliers			
<input type="button" value="Add Attachments"/>					<input type="button" value="Add Attachments"/>			
Supplier / Line Item Details								
Hide line details			For selected line items <input type="button" value="Add to Favorites"/>					
			<input type="button" value="Go"/>					
Staples Advantaae (formerly Corporate Express)					Contract			
					no value			
<input type="button" value="more info..."/>					<input type="button" value="edit"/>			
<input type="button" value="more info..."/>					PO Number			
					To Be Assigned			

Submitted Requisitions

Submitted **Requisitions** are displayed in a document configuration that is similar to the Checkout page. Click the new shopping experience toggle on any requisition to view it in the new UI.

New shopping experience

Requisition ▾ : 2571220 1 of 1 Results ▾

Summary Taxes/S&H Comments Attachments History

General ... **Shipping** ... **Billing** ... ▾

Status
✓ Completed
(6/14/2020 1:11 PM)

Purchase Order
2171401 [view](#) | [print](#)

Submitted
6/14/2020 1:11 PM

Cart Name
2020-06-13 bwilson 01

Description
Shopping Cart

Prepared by
Brynn Wilson

PO Clauses
3 [View details](#)

Tax Code
USA
US Based

Budget Date
3/8/2020

Ship To

Attn: Brynn Wilson
Department
3020 Carrington Mill Blvd
Suite 100
Morrisville, NC 27560
United States

Delivery Options

Expedite
No

Ship Via
Best Carrier-Best Way

Bill To

Contact Line 1 Brynn
Wilson
6501 Weston Parkway
Cary, NC 27513
United States

Credit Card Info

No credit card has been assigned.

Accounting Date
no value

Completed

Total (24.00 USD) ▾

Subtotal	24.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
	<hr/>
	24.00

Related Documents ▾

[Purchase Order: 2171401](#)

What's next? ▾

Workflow

Show skipped steps

Submitted
6/14/2020 1:11 PM
Brynn Wilson

Create PO
Completed ...

Completed
6/14/2020 1:11 PM

Accounting Codes ... ▸

Internal Notes and **External Notes and...** ... **Additional Notes** ... ▸

2 Items

Katak Products · 2 Items · 24.00 USD

Click to open related documents

















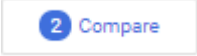
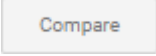









Classic experience

Requisition	PR Approvals	Comments	Attachments	History			
Summary	General	Shipping	Billing	Accounting Codes	Additional Notes	Supplier Info	Taxes/S&H
Hide header Hide value descriptions							
General ?		Shipping ?		Billing ?			
Status	✓ Completed (6/14/2020 1:11 PM)	Ship To	Attn: Brynn Wilson Department 3020 Carrington Mill Blvd Suite 100 Morrisville, NC 27560 United States	Bill To	Contact Line 1 Brynn Wilson 6501 Weston Parkway Cary, NC 27513 United States		
Purchase Order	2171401 view print	Delivery Options	Expedite x Ship Via Best Carrier-Best Way	Credit Card Info	No credit card has been assigned.		
Submitted	6/14/2020 1:11 PM			Billing Options	Accounting Date <i>no value</i>		
Cart Name	2020-06-13 bwilson 01				View/edit by line item...		
Description	Shopping Cart						
Prepared by	Brynn Wilson						
PO Clauses							
0001	Privacy Standards						
101	Entire Agreement						
121212	Inspections						
	view all clauses - (3)						
Tax Code	USA US Based				View/edit by line item...		
Budget Date	3/8/2020						
	View/edit by line item...						
Accounting Codes ?							
Location Number				Location Area 10			
<i>no value</i>				<i>no value</i>			
View/edit by line item...							
Internal Notes and Attachments ?		External Notes and Attachments ?		Additional Notes ?			
Internal Note	<i>no note</i>	Note to all Suppliers	<i>no note</i>	Additional Notes	<i>no note</i>		
Internal Attachments		Attachments for all suppliers			View/edit by line item...		
Supplier / Line Item Details ?							
Hide line details				For selected line items: <input type="text" value="Add to Favorites"/> <input type="button" value="Go"/>			
Katak Products more info...				Contract K-010-555 more info...			

Icons

You will see these icons in the new shopping pages:

-  Click to switch between the classic and new shopping experiences
-  Click to display additional options available for items in a panel or page
-  Click to edit information in a panel
-  Collapse section
-  or  Expand section
-  Click to add an item to Favorites
-  Item is a user's personal Favorite
-  Item is a shared Favorite

-  Shared cart
-  The recommended item has been added to a requisition in the last 30 days
- COMPARE or  Click to add an item to the Compare list
- COMPARE  or  Item has been added to the Compare list
-  Click to generate a comparison
-  No items have been selected for comparison
-  Show shopping search results in a grid view
-  Show shopping search results in a list view
-  Choose which item details to display on tiles in the grid view
-  Item requires sourcing
-  Item is associated with a contract
-   Show or hide sidebar
-  View or hide header and line item details, line items only, or accounting codes only
-  Click to view help information