



# SHOPBLUE

## NEW SHOPPING EXPERIENCE QUICK GUIDE

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.

**Choose your experience** icon  is displayed in the bottom right corner of all shopping pages, which allows users to switch between the classic and new shopping views at any time.


Users have the option of switching between new and classic and views. There is 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.

### Search

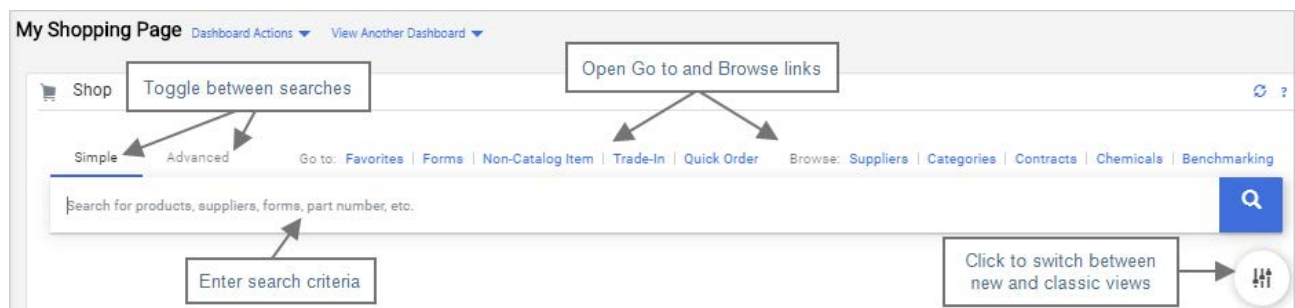
The first page of the new shopping experience displays a search field and purchasing showcases.

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 punchout items.

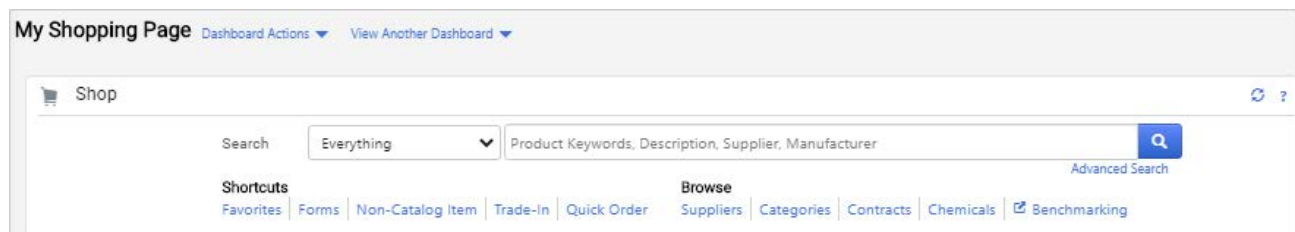
**Simple** and **Advanced** tabs along the top of the search field allows users to toggle between simple and advanced search pages.

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



### Compare to 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.

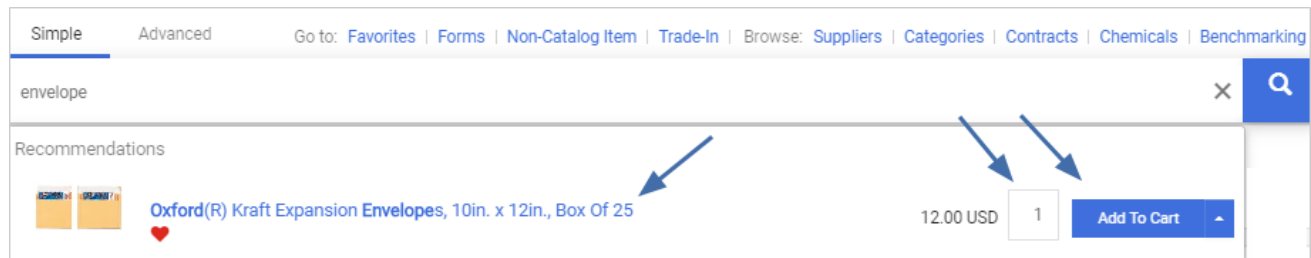
In the recommended item list:

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

The screenshot shows a search results page for 'envelopes'. At the top, there are tabs for 'Simple' and 'Advanced'. A search bar contains the text 'envelopes'. Below the search bar, there are annotations: 'Hide' (with a funnel icon), 'Show or hide filters' (with a box around the filter list), 'Sort options' (with a box around the 'BEST MATCH' dropdown), and 'Open grid view' (with a box around the grid icon). The search results are displayed in a list format. The first item is 'Oxford(R) Kraft Expansion Envelopes, 10in. x 12in., Box Of 25' priced at 12.00 USD. It includes a 'Compare items' button (labeled '2 Compare'), an 'Add To Cart' button, and a 'COMPARE' button. Annotations include 'Click name to open Details view' pointing to the product name, and 'Item added to favorites' pointing to a heart icon. The second item is 'Oxford(R) Kraft Expansion Envelopes, 10in. x 15in., Box Of 25' also priced at 12.00 USD, with an annotation 'Item added to Compare list' pointing to the 'COMPARE' button. On the left side, there is a filter sidebar with categories: 'By Supplier', 'By Supplier Class', 'By Category', 'By Packaging UOM', 'By Result Type', and 'By Manufacturer'. A 'Search Results: 31' indicator is present at the top left.

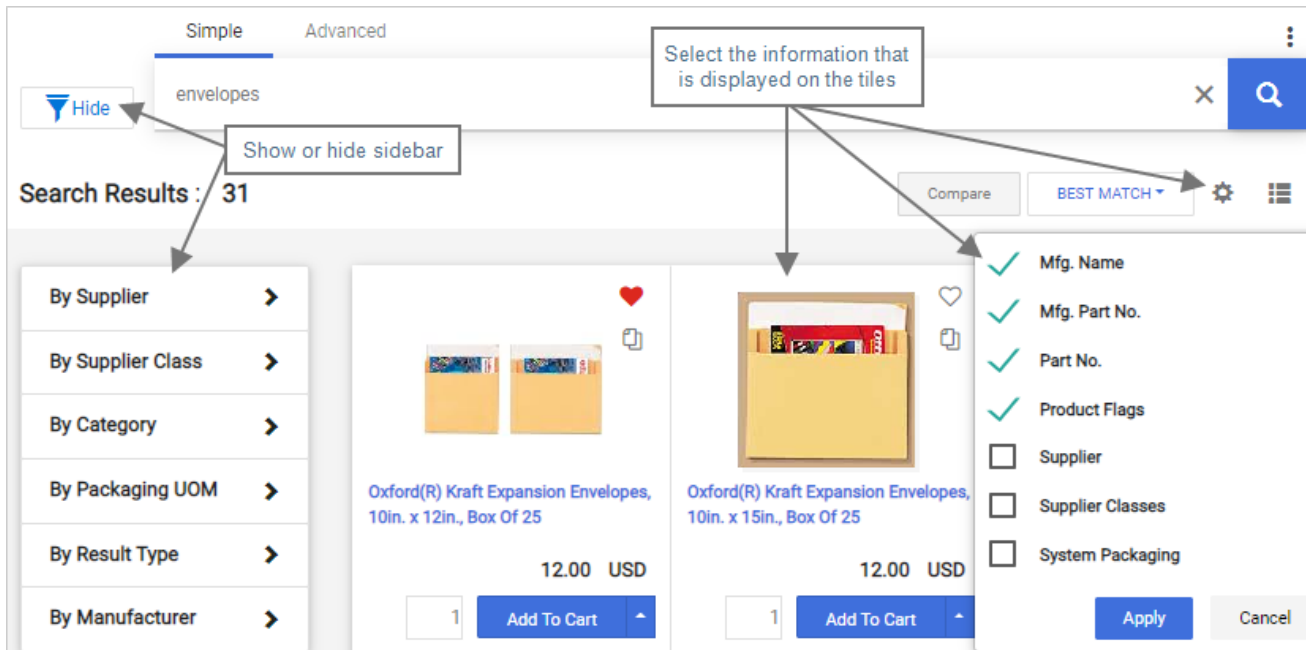
## Classic experience

The screenshot shows a search results page for 'envelopes' in a classic layout. At the top, there is a search bar with 'Shop' and a dropdown menu set to 'Everything'. The search term 'envelopes' is entered in the search box, and a 'Go' button is next to it. Below the search bar, there are links for 'Go to: advanced search | favorites | forms | non-catalog item | trade-in | quick order' and 'Browse: suppliers | categories | contracts | chemicals | benchmarking'. The main heading is 'Results for: Everything : Oxford envelope'. Below this, it says 'Showing 1 - 20 of 31 Results' and 'Compare Selected: 2'. On the left side, there is a 'Filter Results' sidebar with sections: 'Add Keywords' (with a search box and 'Go' button), 'By Supplier' (listing 'Katak Products (2)' and 'Parade Art & Office Supply (29)'), and 'By Supplier Class' (listing 'Prime Supplier (31)'). The main content area shows two product listings. The first is 'Oxford(R) Kraft Expansion Envelopes, 10in. x 12in., Box Of 25' from Katak Products, priced at 12.00 USD. It includes 'Free Shipping over 10.00 USD', 'Part Number 114708', 'Manufacturer Info 99900 - (Esselte)', a quantity selector set to '1', an 'Add to Cart' button, and 'add favorite | remove' options. The second listing is 'Oxford(R) Kraft Expansion Envelopes, 10in. x 15in., Box Of 25' from Katak Products, also priced at 12.00 USD, with similar details and 'add favorite | remove' options. The top of the results area includes 'Results Per Page' set to 20 and 'Sort by: Best Match'.

## 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  icon to choose which product details are displayed on the tiles.

### *New shopping experience*



## 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

**Oxford(R) Kraft Expansion Envelopes, 10in. X 12in., Box Of 25**

Go to next or previous item

Expand or collapse sections

Supplier	Katak Products	Supplier UOM	BX
Supplier Size		Buyer UOM	
Buyer Size		Part Number	114708
Manufacturer Name	Esselte	Manufacturer Part Number	99900
Category	Specialty envelopes	Category UNSPSC	44-12-15-05
Color		Image URL	

Personal Favorite

Supplier Classes

BX 12.00 USD 1 Add To Cart

## Compare to Classic experience

**Oxford(R) Kraft Expansion Envelopes, 10in. x 12in., Box Of 25**

Supplier	Katak Products	Preferred location	Fulfillment Address 1 <a href="#">change preference</a> <a href="#">show all locations</a>
Part Number	114708	Price	12.00
Manufacturer Name	Esselte	Quantity	<input type="text" value="1"/>
Manufacturer Part Number	99900	Add To Active Cart <input type="button" value="Go"/>	
System Packaging	BX		

**Product Details**

Supplier UOM	BX
Buyer UOM	BX
Category	Specialty envelopes
Category UNSPSC	44-12-15-05
Color	
Image URL	
Price Code 1	ALC
Price Code 2	4
Product Type	0
UNSPSC	44-12-15-05

Envelopes have protective extended gussets and a broad flap with self-sealing adhesive. Seams are hand glued and pressure welded to stay shut and keep the contents secure. Sturdy 40 lb. kraft paper has a 2in. expansion.

# 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

This screenshot shows the 'New shopping experience' interface. It features a top navigation bar with a 'Shopping Cart' dropdown menu. Below this is a search bar with a search icon and a 'Search to jump back to shopping' callout. The main content area displays '2 Items' from 'Katak Products' with a total of '24.00 USD'. A table lists the items, including 'Oxford(R) Kraft Expansion Envelopes...'. Callouts point to various interactive elements: 'Click to empty, create or share a cart' (top left), 'Click to open Actions menu for selected items' (top right), 'Click to open Actions menu for supplier' (middle right), 'Click to view item details' (bottom left), and 'Click to open Actions menu for individual items' (bottom right). On the right side, there is an 'Estimated totals' panel showing a subtotal of 24.00 USD, taxes of 0.00, and shipping/handling of 0.00. A 'Proceed To Checkout' button is visible at the bottom of this panel.


## Compare to Classic experience


This screenshot shows the 'Classic experience' interface. It features a 'Shopping Cart' header with a 'Continue Shopping' link. Below the header is a form to 'Name this cart' and a 'Share my cart with others' checkbox. A summary box on the right shows '2 Item(s) for a total of 24.00 USD' with a 'Proceed to Checkout' or 'Assign Cart' button. The main content area includes a 'Katak Products' header with a fulfillment address and a 'Free Shipping over 10.00 USD' banner. A table lists the items, including 'Oxford(R) Kraft Expansion Envelopes, 10in. x 12in., Box Of 25'. The table has columns for 'Product Description', 'Unit Price', 'Quantity', and 'Total'. Below the table, there are various controls for the selected item, including 'Part Number', 'Manufacturer Info', 'Contract', 'Commodity Code', 'Type', 'Taxable', 'Capital Expense', and 'Brand'. A 'More Actions' dropdown menu is also visible.

## 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 at the 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** ▾ : 2726091

Summary | Taxes/S&H | PO Preview | Comments | Attachments | History

**General** | **Shipping** | **Billing**

Cart Name: 2020-10-04 bwilson 01  
Description: no value  
Prepared by: Brynn Wilson  
Prepared for: Brynn Wilson  
PO Clauses: 3 Edit | View details  
Tax Code: USA, US Based  
Budget Date: 10/5/2020

**Ship To**  
3020 Carrington Mill Blvd  
Suite 100  
Morrisville, NC 27560  
United States

**Bill To**  
6501 Weston Parkway  
Cary, NC 27513  
United States

**Delivery Options**  
Expedite ✖  
Ship Via: Best Carrier-Best Way

**Credit Card Info**  
No credit card has been assigned.

**Billing Options**  
Accounting Date: no value

**Total (24.00 USD)**

Subtotal	24.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>24.00</b>

Check Budget | **Place Order** | Assign Cart

**What's next for my order?**

Next Step: Create PO

Approvers

Workflow

Show skipped steps

**Draft**

Click to view workflow inspector

↓ Create PO Future

Finish Future

**Accounting Codes**

**Internal Note...** | **External Note...** | **Additional No...**

**2 Items**

**Katak Products** 2 Items · 24.00 USD

Open Actions menu for selected items

⬆️ SUPPLIER DETAILS | Fulfillment Address 1 : 3800 Weston Parkway, Su...



**Compare to Classic experience**

Requisition		PR Approvals	PO Preview	Comments	Attachments	History
<b>Summary</b>		General	Shipping	Billing	Accounting Codes	Additional Notes   Supplier Info   Taxes/S&H
<a href="#">Hide header</a>		<a href="#">Hide value descriptions</a>				
<b>General</b> ?		<b>Shipping</b> ?		<b>Billing</b> ?		
Cart Name	2020-06-13 bwilson 01 <input type="button" value="edit"/>	<b>Ship To</b> <input type="button" value="edit"/>	<b>Bill To</b> <input type="button" value="edit"/>			
Description	Shopping Cart	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	<a href="#">edit clauses...</a>	Suite 100	United States			
0001	Privacy Standards	Morrisville, NC 27560				
101	Entire Agreement	United States				
121212	Inspections					
	<a href="#">view all clauses - (3)</a>	<b>Delivery Options</b> <input type="button" value="edit"/>	<b>Credit Card Info</b> <input type="button" value="edit"/>			
Tax Code	USA	Expedite <b>x</b>	No credit card has been assigned.			
	US Based	Ship Via <b>Best Carrier-Best Way</b>	<a href="#">manage your cards...</a>			
Budget Date	3/8/2020		<b>Billing Options</b> <input type="button" value="edit"/>			
	<a href="#">View/edit by line item...</a>		Accounting Date <i>no value</i>			
			<a href="#">View/edit by line item...</a>			
<b>Accounting Codes</b> ?						
Location Number		Location Area 10			<input type="button" value="edit"/>	
<i>no value</i>		<i>no value</i>				
<a href="#">View/edit by line item...</a>						
<b>Internal Notes and Attachments</b> ?		<b>External Notes and Attachments</b> ?		<b>Additional Notes</b> ?		
Internal Note	<i>no note</i> <input type="button" value="edit"/>	Note to all	<i>no note</i> <input type="button" value="edit"/>	Additional Notes <i>no note</i> <input type="button" value="edit"/>		
Internal Attachments	<input type="button" value="Add Attachments"/>	Suppliers				
		Attachments for all suppliers				
		<input type="button" value="Add Attachments"/>		<a href="#">View/edit by line item...</a>		
<b>Supplier / Line Item Details</b> ?						
<a href="#">Hide line details</a>		For selected line items: <input type="button" value="Add to Favorites"/> <input type="button" value="Go"/>				
<b>Katak Products</b> <a href="#">more info...</a>		Contract			K-010-555 <a href="#">more info...</a> <input type="button" value="edit"/>	

## 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 experience.

### *New shopping experience*

The screenshot displays a requisition detail page for requisition number 2571220. The page is divided into several sections: Summary, Taxes/S&H, Comments, Attachments, and History. The Summary section is expanded to show details for General, Shipping, and Billing. The General section includes status (Completed), purchase order (2171401), submitted date (6/14/2020 1:11 PM), cart name (2020-06-13 bwilson 01), description (Shopping Cart), prepared by (Brynn Wilson), PO clauses (3), tax code (USA), and budget date (3/8/2020). The Shipping section includes ship to information (Attn: Brynn Wilson, Department, 3020 Carrington Mill Blvd, Suite 100, Morrisville, NC 27560, United States) and delivery options (Expedite: No, Ship Via: Best Carrier-Best Way). The Billing section includes bill to information (Contact Line 1 Brynn Wilson, Wilson, 6501 Weston Parkway, Cary, NC 27513, United States) and credit card info (No credit card has been assigned). A callout box with the text "Click to open related documents" points to a link for "Purchase Order: 2171401" in the "Related Documents" section. The "Completed" section on the right shows a total of 24.00 USD, related documents, and a workflow diagram with steps: Submitted (6/14/2020 1:11 PM, Brynn Wilson), Create PO (Completed), and Completed (6/14/2020 1:11 PM). A toggle switch for "Show skipped steps" is also visible. The bottom of the page shows "2 Items" and a summary for "Katak Products - 2 Items - 24.00 USD".

**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) 24.00

Subtotal 24.00

Tax1 0.00

Tax2 0.00

Shipping 0.00

Handling 0.00

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**

















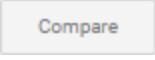









Katak Products · 2 Items · 24.00 USD

Click to open related documents

**Compare to Classic experience**

Requisition		PR Approvals	Comments	Attachments	History						
<b>Summary</b>		General	Shipping	Billing	Accounting Codes	Additional Notes	Supplier Info	Taxes/S&H		?	
<a href="#">Hide header</a>		<a href="#">Hide value descriptions</a>									
<b>General</b> ?		<b>Shipping</b> ?			<b>Billing</b> ?						
Status	✓ Completed (6/14/2020 1:11 PM)	<b>Ship To</b> Attn: Brynn Wilson Department 3020 Carrington Mill Blvd Suite 100 Morrisville, NC 27560 United States			<b>Bill To</b> Contact Line 1 Brynn Wilson 6501 Weston Parkway Cary, NC 27513 United States						
Purchase Order	2171401 <a href="#">view</a>   <a href="#">print</a>	<b>Delivery Options</b> Expedite <span style="color: red;">✘</span> Ship Via <span style="margin-left: 20px;">Best Carrier-Best Way</span>			<b>Credit Card Info</b> No credit card has been assigned.						
Submitted	6/14/2020 1:11 PM										
Cart Name	2020-06-13 bwilson 01										
Description	Shopping Cart										
Prepared by	Brynn Wilson										
PO Clauses											
0001	Privacy Standards										
101	Entire Agreement										
121212	Inspections										
	<a href="#">view all clauses - (3)</a>										
Tax Code	USA US Based				<a href="#">View/edit by line item...</a>						
Budget Date	3/8/2020				<a href="#">View/edit by line item...</a>						
	<a href="#">View/edit by line item...</a>										
<b>Accounting Codes</b> ?											
Location Number					Location Area 10						
<i>no value</i>					<i>no value</i>						
<a href="#">View/edit by line item...</a>											
<b>Internal Notes and Attachments</b> ?			<b>External Notes and Attachments</b> ?			<b>Additional Notes</b> ?					
Internal Note <i>no note</i>			Note to all <i>no note</i>			Additional Notes <i>no note</i>					
Internal Attachments			Suppliers								
			Attachments for all suppliers								
<a href="#">View/edit by line item...</a>											
<b>Supplier / Line Item Details</b> ?											
<a href="#">Hide line details</a>											
For selected line items										<input type="text" value="Add to Favorites"/>	<input type="button" value="Go"/>
<b>Katak Products</b> <a href="#">more info...</a>					Contract <span style="margin-left: 20px;">K-010-555</span> <a href="#">more info...</a>						

## Icons

-  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
-  or  Click to add an item to the Compare list
-  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