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 heart icon indicates that an item is in the logged user’s personal favorites folder. A locked heart icon indicates that an item is in a shared favorites folder. A lock 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**

![Recommended Search Items](image)

**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 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

Compare to Classic experience

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

![Shopping Cart interface with instructions and icons]

Compare to Classic experience

![Shopping Cart interface with instructions and icons]

Cart

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**New shopping experience**

![Shopping Cart interface with instructions and icons]

**Compare to Classic experience**

![Shopping Cart interface with instructions and icons]
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 to view or hide header and line item details, line items only, or accounting codes only.
New shopping experience
### Compare to Classic experience

**General**
- **Cart Name**: 2020-06-13 bwilson 01
- **Description**: Shopping Cart
- **Prepared by**: Brynn Wilson
- **Prepared for**: Brynn Wilson
- **PO Clauses**: edit clauses...
- **Tax Code**: USA
- **US Based**: View/edit by line item...
- **Budget Date**: 3/8/2020

**Shipping**
- **Ship To**: Attn: Brynn Wilson
  Department
  3020 Carrington Mill Blvd
  Suite 100
  Morrisville, NC 27560
  United States
- **Delivery Options**: Expedite
  Ship Via: Best Carrier-Best Way

**Billing**
- **Bill To**: Contact Line 1 Brynn Wilson
  6501 Weston Parkway
  Cary, NC 27513
  United States
- **Credit Card Info**: No credit card has been assigned.
  manage your cards...

**Accounting Codes**
- **Location Number**: Location Area 10
  Location Area 10
  no value

**Internal Notes and Attachments**
- **Internal Note**: no note
- **Internal Attachments**: Add Attachments

**External Notes and Attachments**
- **Note to all**: no note
- **Suppliers**: Attachments for all suppliers
  Add Attachments

**Additional Notes**
- **Additional Notes**: no note

**Supplier / Line Item Details**
- **Supplier**: Katak Products
  For selected line items Add to Favorites
  View/edit by line item...
- **Contract**: K-010-555
  more info...
  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
### General

- **Status**: Completed
- **Purchase Order**: 2171601
- **Submitted**: 6/14/2020 1:11 PM
- **Cart Name**: 2020-06-13 bwilson 01
- **Description**: Shopping Cart
- **Prepared by**: Brynn Wilson
- **PO Classes**:
  - 0001 Privacy Standards
  - 101 Entire Agreement
  - 121212 Inspections
- **Tax Code**: USA
- **Budget Date**: 3/8/2020

### Shipping

- **Ship To**: Brynn Wilson
- **Department**: 3020 Carrington Mill Blvd Suite 100
- **City**: Morrisville, NC
- **State**: North Carolina
- **Zip Code**: 27560
- **Country**: United States

### Billing

- **Bill To**: Contact Line 1 Brynn Wilson
- **Address**: 6601 Waston Parkway Cary, NC 27513
- **City**: Cary
- **State**: North Carolina
- **Zip Code**: 27513
- **Country**: United States

### Credit Card Info

- No credit card has been assigned.

### Delivery Options

- **Expedite**: No
- **Ship Via**: Best Carrier-Best Way

### Accounting Codes

- **Location Number**: No Value
- **Location Area**: No Value

### Internal Notes and Attachments

- **Internal Note**: No Note
- **Internal Attachments**: No

### External Notes and Attachments

- **Note to all Suppliers**: No Note
- **Attachments for all Suppliers**: No

### Additional Notes

- **Additional Notes**: No Note

### Supplier / Line Item Details

- **Supplier**: Katak Products
- **Contract**: K-010-555
- **More Info**: Please visit the provided link for more information.
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
- • COMPARE or Item has been added 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