Navigation Map & Icon Key

A. Left Toolbar

- **Home**: this icon will bring you to the default homepage which is the Shop Blue dashboard
- **Shop**: search for items, browse suppliers, view and manage carts and orders
- **Documents**: search documents or orders and view approvals, notifications, and approval history
- **Contracts**: Search, create, import, manage and configure contracts
- **Accounts Payable**: AP administration; search, view & create invoices and receipts
- **Reporting**: access supplier management and export reports

- **Menu Search**: search for specific screens, functions, terms and instructions

***Options containing a sub-menu. To access sub-menu, select or hover over the icon. The sub-menu will appear where you can navigate to the appropriate page.***
B. Top Toolbar

User Profile: contains user information and settings, view recent activity, and log out

Bookmarks: create and save frequently used pages for quick access

Action Items: administrative items that require some action by the user

Notifications: status updates that alert user when activity has taken place or something requires your attention (i.e.: approvals, rejections, returns, shared carts etc.)

Shopping Cart: Preview your active cart and display basic info such as item image, name, price and quantity. From here you can remove items, access the cart or proceed to checkout

Quick Search: Allows for a variety of searches for requisitions, purchase orders, invoices, items, etc. Available searches depend upon user role permissions.

Bread Crumb Trail: shows the page currently being viewed

C. Shopping Home Page & Dashboard

Shortcuts: Favorites | Forms | Non-Catalog Item | Quick Order
Browse: Suppliers | Contracts | Chemicals

Popular Guidelines
- UB Food and Beverage Reimbursement Guidelines

Quick Links
- View Carts
- View My Orders (Last 90 Days)
- Open My Active Shopping Cart
- UB Guidelines & Policies Website
- UB Procurement FAQ

Showcases
- Hosted Catalogs
- Electronics
- MRO/Office Supplies
1. **Shop**: search for products through different criteria, browse suppliers and contracts, or access shortcuts to forms, non-catalog items, or favorites

2. **Popular Guidelines**: links to policy and guidelines

3. **Quick Links**: easy access for internal links within Shop Blue as well as web links with helpful information

4. **My Draft Carts**: displays your current draft carts

5. **Showcases**: displays punch outs and hosted catalogs to shop from. It also contains forms for special requests and links to featured suppliers

6. **Organization Message**: contains an overview of Shop Blue, links to further education and training, and a platform to convey important information regarding the organization or the Shop Blue system

7. **My Requisitions**: a summary of submitted, pending, rejected, withdrawn and completed requisitions. This is shown in the list version but can also be viewed as a graph.

**Help**: located in the upper right hand corner each widget, this link provides information on what you can do within that section.