Navigating the iBuy Homepage

Task Bar
Fly out options will vary based upon your role assigned in iBuy

- **Home**
- **Shop**
  - Shopping
    - Shopping Home
    - Advanced Search
    - View Favorites
    - View Forms
    - Non-Catalog Form
    - Quick Order
  - My Carts and Orders
    - Open My Active Shopping Cart
    - View Carts
    - View My Orders (Last 90 Days)
- **Orders**
  - Search
    - All Orders
    - Requisitions
    - Purchase Orders
    - Procurement Requests
  - My Orders
    - My Requisitions
    - My Purchase Orders
    - My Invoices
    - My Procurement Requests
  - Approvals
    - Requisitions to Approve
    - Purchase Orders to Approve
    - Procurement Requests to Approve
    - Requisitions Recently Approved by Me
- Purchase Orders Recently Approved by Me
- Procurement Requests Recently Approved by Me
- Assign Substitute Approvers – Requisitions
- Assign Substitute Approvers – Purchase Orders
- Assign Substitute Approvers – Procurement Requests
- Approval Notifications

• **Contracts**
  - Search Contracts
  - View Saved Searches
  - View Import/Export Results

• **Accounts Payable**
  - Invoices and Receipts
    - AP Home
    - Search for Invoices
    - Search AP Requests

• **Suppliers**
  - Manage Suppliers
    - Search for a Supplier
    - View Saved Searches

• **Reporting**
  - Supplier Management
    - Deleted Suppliers
    - Report Exports

**Personal Menu**

- **Search**
  - Search for previous requisition and Purchase Order numbers
- **My Cart**
- **Bookmark**

- **Action Items**
  - Orders
  - Unassigned Requisitions
  - Unassigned Approvals

- **Notifications**
  - Shopping, Carts & Requisitions
  - Administration & Integration

- **Help**

- **User**
  - View My Profile
  - Dashboards
  - Manage Searches
  - Manage Search Exports
  - Set My Home Page