Shopping Experience

Search

In the search field, users enter key words for the items they want to purchase, then click the search icon.

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 a icon with a drop-down menu on narrower screens.

Search Results

Items that match the search criteria are displayed on the search results page. Note that the findings that display are based on Favorites a user has saved as well as search settings established by the vendors for their catalogs within the Showcase.

On this page users can:

- Search for additional items using the search field at the top of the page.
- Show/Hide filter options
- Apply multiple search filters in the left sidebar to narrow search results. Additional information regarding the search filters below.
- Choose different sorting preferences from the BEST MATCH menu.
- Configure additional details visible in search results
• Compare products 😊
• Add items to their Favorites ❤️
• Adjust view of search results between Grid View 📱 or List View 📱

Multiple Item Filter Selection
The multiple filter selection on the search results page has been updated. Now, when users select the **Select Multiple Items** option in the filter panel, a popup window displays the filter options for the section and users can click the checkbox next to the filters they want to apply. Each filter has its own overlay that displays the options for that filter category.
Add to Cart or Order from Supplier

Based on the search settings established by the vendors for their catalogs within the Showcase, the user may see Add to Cart or Order from Supplier in the details box to use when selecting the item to order.

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.
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 icon to modify information in a section.
- Click the 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 to 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.
Submitted Requisitions

Submitted Requisitions are displayed in a document configuration that is similar to the Checkout page.

Click to open related documents
Icons

You will see these icons in the shopping pages:

- Click to display actions for items in a panel or page
- Click to edit information
- Collapse section
- or Expand section
- Click to add an item to Favorites
- Item is a user's personal Favorite
- Item is a shared Favorite
- 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
- Show or hide the filters on carts
- Show or hide the right sidebar on documents
- Click to apply viewing filters. For example, select an item from the drop-down to view general information only or view line items only. The icon is blue if a filter is applied.
- Print document or workflow information
- Click to view help information