Navigating the iBuy Shopping Showcase

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
    - 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

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

- 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