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
    - 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
  o My Orders
    • My Requisitions
    • My Purchase Orders
    • My Invoices
    • My Procurement Requests
  o 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
  o Search Contracts
  o View Saved Searches
  o View Import/Export Results

• Accounts Payable
  o Invoices and Receipts
    • AP Home
    • Search for Invoices
    • Search AP Requests

• Suppliers
  o Manage Suppliers
    • Search for a Supplier
    • View Saved Searches

• Reporting
  o Supplier Management
    • Deleted Suppliers
    • Report Exports

Personal Menu

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

• Search
  o Search for previous requisition and Purchase Order numbers

• My Cart
• **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