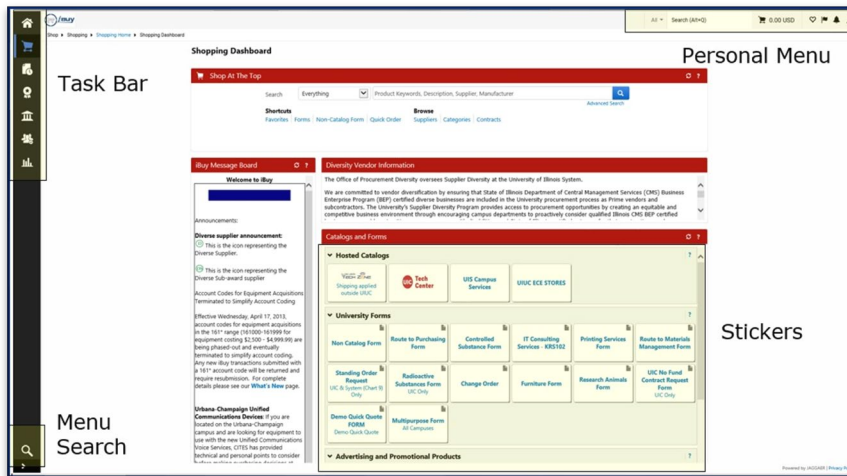




Navigating the iBuy Homepage










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** 
 - 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

- **Search** 
 - o Search for previous requisition and Purchase Order numbers
- **My Cart** 
- **Bookmark** 
- **Action Items** 
 - o Orders
 - o Unassigned Requisitions
 - o Unassigned Approvals
- **Notifications** 
 - o Shopping, Carts & Requisitions
 - o Administration & Integration
- **Help** 
- **User** 
 - o View My Profile
 - o Dashboards
 - o Manage Searches
 - o Manage Search Exports
 - o Set My Home Page