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