eProcurement User Interface (UI) Quick Guide

Fluid (User Friendly)

Menus adapt and collapse as needed to help fit the screen of different devices. Each image below shows the screen squeezed a little more and the way the fluid page reacts:

Header Navigation

Icon description, left to right, Document Selection, Quick Search, Cart Access, Favorites, Action Items, Notifications and User Profile

Search Bar Navigation
Tabs located above the navigation bar allow users to easily switch between Simple and Advanced Search.

**Document Search**

Robust document search allows users to select Order Type, Date Type, and add Filters with tools located at the top of the page rather than through navigation.

**Documents (Requisition, Purchase Order, and Invoice)**

Action item pull down menu in upper left of document next to a more prominent Document ID.

- Requisitions workflow is shown on the right side of the document under “What’s next?”
• Quickly navigate through Req, PO, and Invoice by expanding the “Related Documents” menu on the right-hand side of page