Introducing the *iBuyNU* Interface

The Home/Shop page of *iBuyNU* for both Shoppers and Requesters is shown. The menus in the *top banner* are labeled below:

<table>
<thead>
<tr>
<th>Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Profile</td>
<td>View your profile, set a custom home page, and logout.</td>
</tr>
<tr>
<td>2. My Bookmarks</td>
<td>Mark frequently used pages with a yellow star 🌟, and then use menu to access pages.</td>
</tr>
<tr>
<td>3. Action Items</td>
<td>View and access any carts assigned to you (Requester).</td>
</tr>
<tr>
<td>4. Notification</td>
<td>View notifications about carts assigned to you (Requester). View notifications when Requesters submit your carts (Shopper).</td>
</tr>
<tr>
<td>5. My Cart</td>
<td>Shopping Cart. Preview items in cart with options to View cart (access cart) or Checkout (access Final Cart Review.) Both options let you assign or checkout your shopping cart, based on whether you are a Shopper or Requester.</td>
</tr>
<tr>
<td>6. History Search</td>
<td>Conduct a history search 🔍 from the top banner. Search any document, PO ID, invoice, voucher number or item keyword (from a previous cart). Primarily for Requesters.</td>
</tr>
</tbody>
</table>
Introducing the iBuyNU Interface

The menus of the side banner are labeled below. These menus correspond to tabs in the previous release of iBuyNU.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Home/Shop</td>
<td>Return to the home page, shown above, where you can use the central search bar to search for items.</td>
</tr>
<tr>
<td>8. Shop/Cart</td>
<td>View your draft and active shopping carts. Access recent carts. Also, search for new items.</td>
</tr>
<tr>
<td>9. History</td>
<td>Search for previous documents such as carts, POs, and invoices, and date ranges. Access advanced search capabilities and date ranges. You can also view saved searches.</td>
</tr>
<tr>
<td>10. Accounts Payable</td>
<td>Primarily a way to search for invoices and vouchers.</td>
</tr>
<tr>
<td>11. Menu Search</td>
<td>Search for main pages in iBuyNU such as Favorites and Draft Carts.</td>
</tr>
</tbody>
</table>
Shop/Carts

The Shop/Carts menu has two main sections: Shopping and My Carts and Orders. Shopping lets you perform many of the searches available from the Home/Shop page. My Carts and Orders lets you access your active cart, your draft carts, and recent carts.

Shopping

1. Click the Shop/Cart icon.
2. (The Shopping menu is immediately visible.)

My Carts and Orders

1. Click the Shop/Cart icon.
2. Click My Carts and Orders.
(My Carts and Orders menu appears.)
Select one:

- **Open My Active Shopping Cart**
  (Go to active cart.)
- **View Draft Shopping Cart**
  (Go to draft carts)
- **Recent Carts (Last 90 days)**
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History menu

The History menu contains links to Search Documents and View Saved Searches. To search for prior carts, purchase orders, invoices, vouchers, and other documents by date range filters, use Document Search. You can also search for items from previously submitted carts. Advanced search capabilities are available from Document Search.

Document Search

1. Click the History icon.
2. Click Search Documents. (History Search page appears.)

History Search

Note: You can also use the History Search, available from the top banner, to perform a document search. Unlike the History menu above, you cannot access special features such as advanced search.
Accounts Payable

The Accounts Payable menu lets you search for invoices.

Search for Invoices

1. Click the Accounts Payable icon.
2. Click Search for Invoices. (Invoice History page appears.)
3. Enter invoice information in one or more fields provided.
4. Click Go.
Menu Search – Search for main pages of iBuyNU

1. To perform a search, click the Menu Search icon or binoculars.
2. In the Search field, type the name of the page or keyword contained in the page. The example typed here is favorites.
3. The name of the page will display as you type. Click the page from the search results to go to that page. The example search result here is View Favorites.
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My Cart – Preview and access your shopping cart

1. To access your shopping cart from the top banner, click either the Shopping Cart icon or the price. (My Cart box appears.)
   You can see in My Cart that there is one item in the cart (cart preview).
   Note: If you want to remove the item from your shopping cart, you can do that while in My Cart; just click the delete icon next to the item you want to remove.

2. You can click either View My Cart or Checkout.
   Clicking View My Cart takes you directly inside your cart, where you can assign or check out your cart.
   Clicking Checkout takes you into the Final Cart Review, where you can view details and assign or check out your cart.

   Either option will let you assign or check out your cart, based on your Shopper or Requester profile.
Bookmarks – Mark frequently used pages

1. To bookmark a page, click the Bookmarks icon.
2. Click the Bookmark this page link from My Bookmarks.

Notes:
- When you click Bookmark this page, the Bookmarks icon turns yellow to indicate you have bookmarked the page.
- The name of the page appears listed in My Bookmarks. You can now access the page from My Bookmarks.
- To remove the bookmark, click Edit. (A red minus sign appears. Click the minus next to the page to remove the page’s bookmark.)
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My Profile – Set My Home Page

1. Click the arrow next to your profile name. (Shoppers)
2. Click Set My Home Page. (Set My Home Page box appears)
4. Click Save.
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Action Items (Requesters)

1. Click Action Items. (Action Items box appears.) In this example, there are six carts assigned to you, the Requester.
2. Click Carts Assigned to Me. (View My Drafts page appears, containing My Drafts and Drafts Assigned To Me.)

Notifications

1. Click Notifications. (Notifications box appears.) This example shows two notifications of assigned carts (a Requester's notification). Shoppers receive notifications that assigned carts have been submitted. Notifications are saved for 30 days.
2. To view all notifications, select Click here to see all notifications. (The Notifications page appears. When you click a cart in the Notifications page, the cart will no longer appear in the Notifications box on the home page.)

This notification in this example is for Requesters.

Shoppers will receive a notification when a Requester submits an assigned cart.