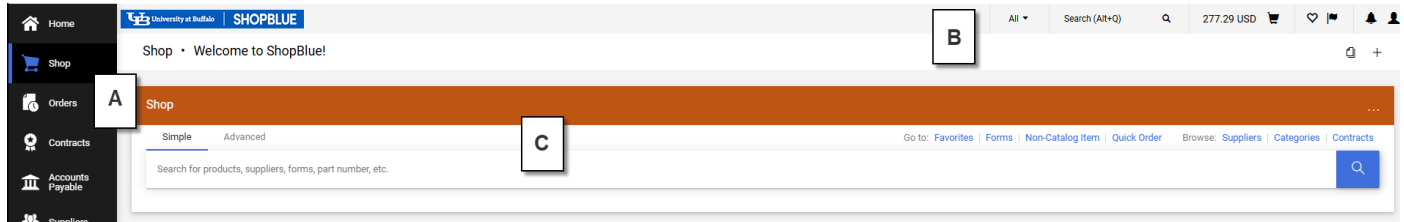


# SHOPBLUE

## Navigation Map and Icon Key



### A. Left Toolbar



**Home:** this icon will bring the user to the user homepage.



**Shop:** search for items, view favorite items, view and manage carts and enter non-catalog orders.



**Orders:** search documents or orders and view approvals, notifications, and approval history.



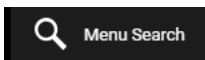
**Contracts:** Search, create, import, manage and configure contracts.



**Accounts Payable:** AP administration; search, view and create invoices and receipts.



**Reporting:** access supplier management and export reports.



**Menu Search:** search for specific screens, functions, terms and instructions.

Please Note: Options containing a sub-menu. To access the sub-menu, select or hover over the icon. The sub-menu will appear where you can navigate to the appropriate page.

### B. Top Toolbar



**User Profile:** contains user information and settings and access to view recent activity.



**Bookmarks:** create and save frequently used pages for quick access.



**Action Items:** administrative items that require some action by the user.

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**Notifications:** status updates that alert user when activity has taken place or something requires your attention (i.e.: approvals, rejections, returns, shared carts).

277.29 USD

**Shopping Cart:** Preview your active cart and display basic info such as item image, name, price and quantity. From here you can remove items, access the cart or proceed to checkout.

All

**Quick Search:** Allows for a variety of searches. By clicking the drop-down arrow you can filter your search for requisitions, purchase orders, invoices and items. Available searches depend upon user role permissions.

Orders > Search > Purchase Orders

**Bread Crumb Trail:** shows the page currently being viewed.

## C. Shopping Home Page and Dashboard

The screenshot displays the ShopBlue interface with several key sections:

- 1:** Shop header with navigation links (Simple, Advanced) and a search bar.
- 2:** Popular Guidelines section listing various procurement policies.
- 3:** Quick Links section providing shortcuts to various system features.
- 4:** Showcases section featuring preferred sources like NYSD and NYSPP.
- 5:** Organization Message section containing system and supplier updates.
- 6:** My Draft Carts section showing a table of active carts.
- 7:** My Requisitions section showing a table of past requisitions.

NUMBER	CART	CART TYPE	DATE	TOTAL
194654478	2024-11-21 BUF-TAW8 01	My Drafts	11/21/2024	277.29USD
189569196	2024-07-24 BUF-TAW8 01	My Drafts	7/24/2024	318.27USD
188929948	2024-07-09 BUF-TAW8 01	My Drafts	7/9/2024	12.29USD
185325232	2024-04-11 BUF-TAW8 02	My Drafts	4/11/2024	700.00USD
182196889	Contract / Non Contract Ex	My Drafts Assigned to Others	1/31/2024	960.84USD

Number	Requisition	Requisitioner	Date	Total
126117070	office furniture 11/19/2019	Dalton Holler	11/19/2019	0.00 USD
125023982	2019-10-24 BUF-DALTONHO 01	Dalton Holler	10/24/2019	390.00 USD
123017603	2019-09-10 BUF-DALTONHO 01	Dalton Holler	9/10/2019	641.00 USD

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- 1. Shop:** search for products through different criteria, browse suppliers and contracts, or access shortcuts to forms, non-catalog items, or favorites.
- 2. Popular Guidelines:** links to policy and guidelines.
- 3. Quick Links:** easy access for internal links within ShopBlue as well as web links with helpful information.
- 4. Organization Message:** contains an overview of ShopBlue, links to further education and training, and a platform to convey important information regarding the organization or the ShopBlue system.
- 5. Showcases:** displays punch outs and hosted catalogs to shop from. It also contains forms for special requests and links to featured suppliers.
- 6. My Draft Carts:** displays your current draft carts.
- 7. My Requisitions:** a summary of submitted, pending, rejected, withdrawn and completed requisitions. This is shown in a list version but can also be viewed as a graph.