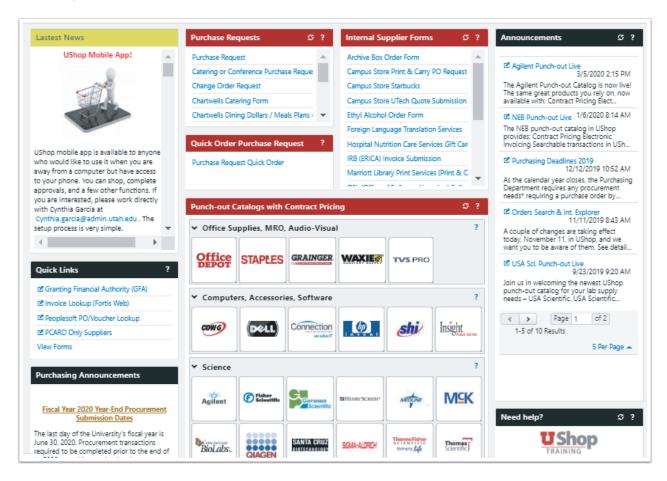


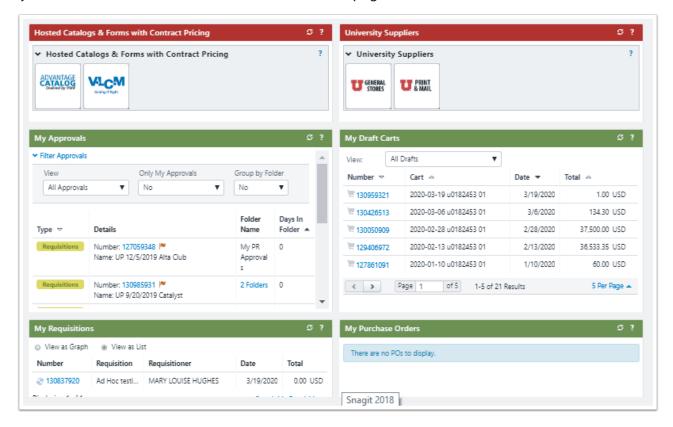
1. The Shopping v1 Dashboard features a rearrangement of the sections you are used to seeing in UShop.

Latest News and Announcements as well as other helpful links now flank the Purchase Request and Punch-out tools you need to place orders.



continued on next page

Links to your transactions are moved to the bottom of the page



## 2. Access the Shopping Dashboard

If you prefer, you may toggle back to the Shopping dashboard.

Open the dropdown menu by the link View another Dashboard and select your prefered dashboard.

