

| <b>Old</b> User Interface  | New User Interface   |
|--|--|
| Select All Selected Line Item Actions -                                | Check the <b>box</b> the at the top <b>and</b> then click the <b>arrow</b> to Select All and perform an action |
|  | Click on <b>box</b> for selecting a single line  |
| -  | Click on the 3 <b>dots</b> for options   |
| edit   | Click on <b>Pencil</b> to EDIT   |
| add split  | Click Plus Sign to Add   |
| recalculate / validate   | Click Check Mark to Validate   |
| Select from all values   | Click <b>Diagonal Arrow</b> to see list of values available for this section                                   |
| To choose a different address, click here<br>select from org addresses | Search additional         Q         Type Address Nickname and Click on the Smart text to select new address    |
| □ Save this address for future use                                     | Add to my addresses Click on the <b>check box</b> to add new address to saved list                             |
| Check this box to make this the default                                | Make default Click on the <b>check box</b> to select as default  |
| Document Actions 🔫   | <b>Requisition</b> Click <b>Down Arrow</b> for document actions  |
| Document Actions 🔫   | Purchase Order  Click Down Arrow for document actions  |
| Document Actions 🔻   | Click <b>Down Arrow</b> for document actions   |
|  |  |
|  | Click <b>Heart</b> to access Favorites   |
|  | Indicates <b>Default</b>   |