

Left Toolbar:



Home – Clicking this icon will bring you back to the UShop homepage.



Shop – Search for items, browse suppliers, view and manage your carts & orders.



Orders & Documents – Search documents and view approvals.



Catalogs & Contracts – Search, create, import, manage, and configure contracts.



Accounts Payable – Search/view invoices & receipts, AP administration, and reports.



Menu Search – Search for terms and/or instructions.

Top Toolbar:



User Profile – Settings, log out, recently completed requisitions and PO's.



Bookmarks – View your bookmarks.



Action Items – Things requiring action by you.



Notifications – Information about where the requisition/PO has moved on to.



My Shopping Cart – View your shopping cart.



Search – Search for items in UShop.