eProcurement User Interface (UI) Quick Reference

- Fluid (User Friendly) - Menus adapt and collapse as needed to help fit the screen of different devices
  - Each image below shows the screen squeezed a little more and the way the fluid page reacts:

- Header Navigation
  - Icon description, left to right, Document Selection, Quick Search, Cart Access, Favorites, Action Items, Notifications and User Profile
• **Search Bar Navigation**
  o Tabs located above the navigation bar allow users to easily switch between Simple and Advanced Search

![Screenshot of Search Bar Navigation](image1)

• **Document Search**
  o Robust document search allows users to select Order Type, Date Type, and add Filters with tools located at the top of the page rather than through navigation

![Screenshot of Document Search](image2)

• **Documents (Requisition, Purchase Order, and Invoice)**
  o Action item pull down menu in upper left of document next to a more prominent Document ID

![Screenshot of Documents](image3)
- Requisitions workflow is shown on the right side of the document under “What’s next?”

- Quickly navigate through Req, PO, and Invoice by expanding the “RelatedDocuments” menu on the right-hand side of page.