

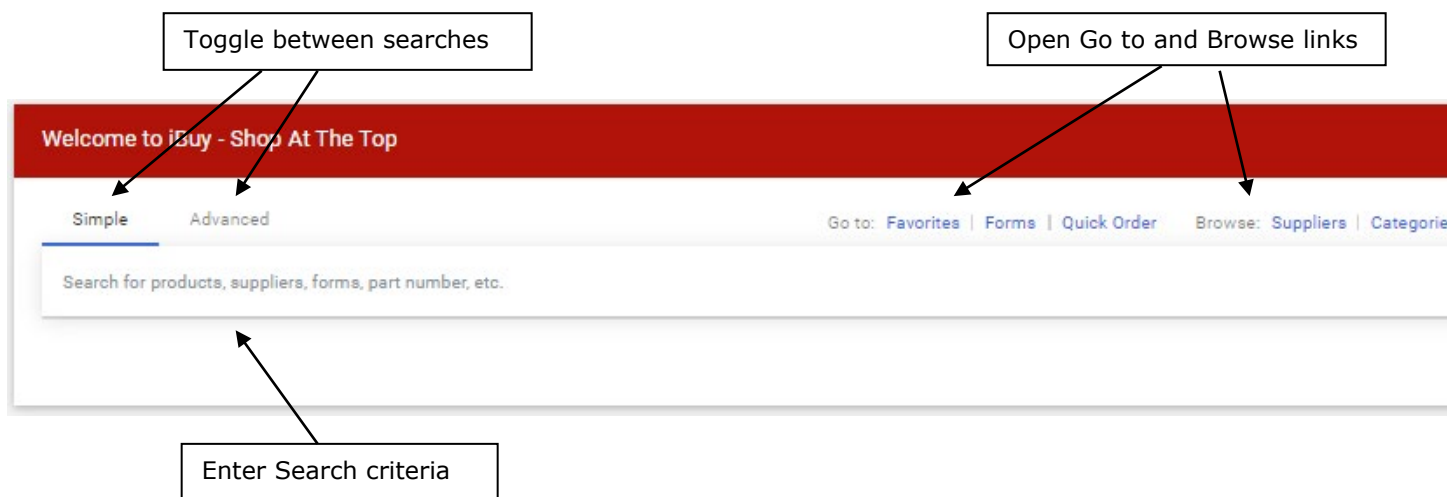
Shopping Experience

Search

In the **search field**, users enter key words for the items they want to purchase, then click the search icon.

Simple and **Advanced** tabs along the top of the search field allows users to toggle between simple and advanced search pages.



The **Go to** and **Browse** shortcut links provide quick access frequently used features such as favorites or forms. The links are displayed as text above the field on a wide screen, and collapse into a **☰** icon with a drop-down menu on narrower screens.



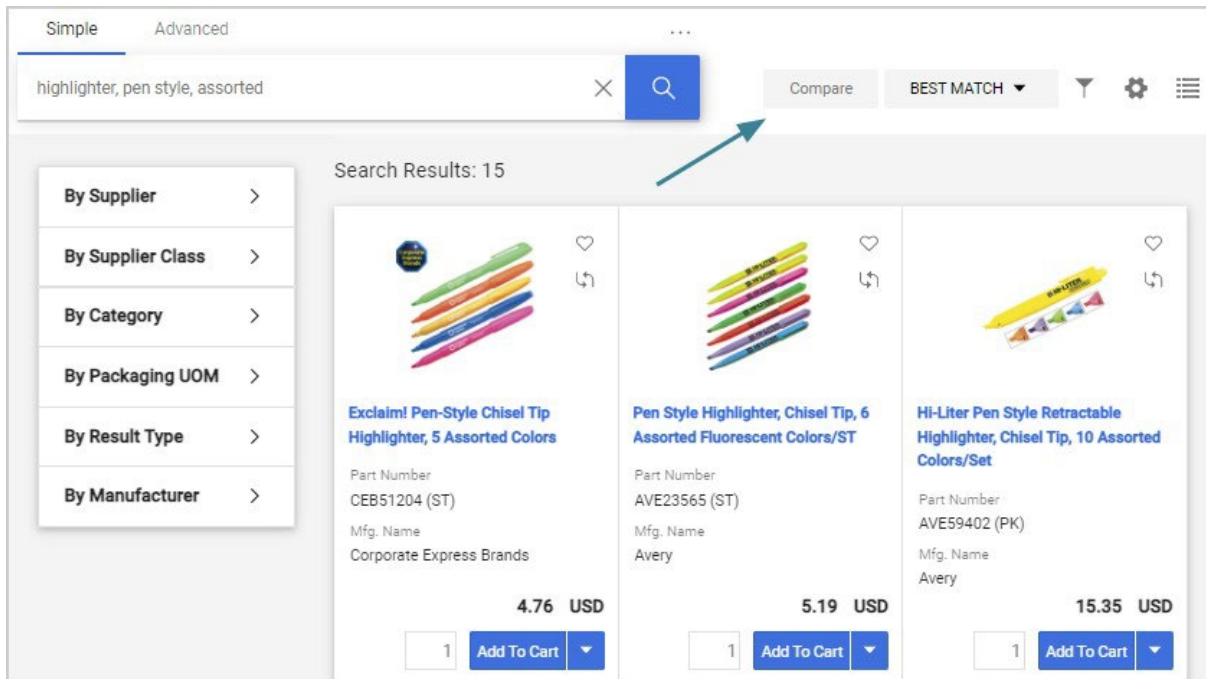
Search Results

Items that match the search criteria are displayed on the search results page. Note that the findings that display are based on Favorites a user has saved as well as search settings established by the vendors for their catalogs within the Showcase.

On this page users can:

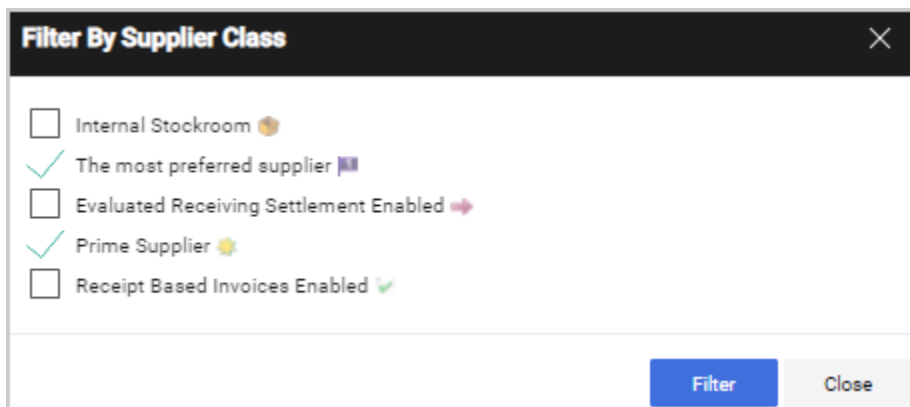
- Search for additional items using the search field at the top of the page.
- Show/Hide filter options 
- Apply multiple search filters in the left sidebar to narrow search results. Additional information regarding the search filters below.
- Choose different sorting preferences from the BEST MATCH menu.
- Configure additional details visible in search results 

- Compare products ↻
- Add items to their Favorites ♡
- Adjust view of search results between Grid View 🗪 or List View 📄



Multiple Item Filter Selection

The multiple filter selection on the search results page has been updated. Now, when users select the **Select Multiple Items** option in the filter panel, a popup window displays the filter options for the section and users can click the checkbox next to the filters they want to apply. Each filter has its own overlay that displays the options for that filter category.



Add to Cart or Order from Supplier

Based on the search settings established by the vendors for their catalogs within the Showcase, the user may see **Add to Cart** or **Order from Supplier** in the details box to use when selecting the item to order.

Cart

The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, indicate whether the item is taxable or is a capital expense, adjust quantities and view an estimated total purchase amount.

The screenshot shows the 'Shopping Cart' interface with the following callouts:

- Click to View Carts & Cart History**: Points to the 'Shopping Cart • 3289942' dropdown menu.
- Continue with the order**: Points to the 'Proceed To Checkout' button.
- Search to jump back to shopping**: Points to the search bar.
- Click box & arrow to open Actions menu**: Points to the dropdown arrow on the right side of the item list.
- Click to open Actions menu for individual items**: Points to the three-dot menu icon for a specific item.

The interface includes a search bar, a 'Details' sidebar with an estimate of 4.38 USD, and a table of items:

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 MARKING PEN BLACK EA TAG MARKER FOR EAR TAGS	802.90090.2	EA	4.38	1 EA	4.38

Checkout

Tabs at the top of the page contain additional information about the document. Items are listed in the bottom section.

- Click tabs to view and edit information within them.
- Click the icon to modify information in a section.
- Click the icon to see actions that can be performed for the area you are in. In the Items section, on individual items, you will see actions that can be applied to that item only. If you select the icon near the top of the Items section, you will see actions that can be taken for all selected items.
- Click the drop-down menus next to headings see a list of additional actions that can be taken. For example, clicking the drop-down menu next to the Requisition heading displays Continue Shopping or Add Comment actions. Select a line item and open the Actions menu to see a list of actions that can be taken for the selected items.
- The right sidebar shows document totals, primary actions, and related documents. Users can also view approval workflow information in the **What's next for my order?** section.
- Click the FILTER VIEW icon view or hide header and line item details, line items only, or accounting codes only.

Requisition · 3289942

Summary | Taxes/S&H | PO Preview | Comments | Attachments | History

General | **Shipping** | **Billing**

Cart Name: 2021-07-07 ahemming 01

Description: no value

Priority: Normal

Prepared by: Amanda Hemming

Ordered on Behalf of: Amanda Hemming

Owner Phone: +1 217-300-7714

Dept Account Coder: no value

Shipping

Ship To: Department: 1-344, Phone: +1 217-722-1806, Attn: Amanda Hemming, Location: Basement, Admin Info Technology Tech Srv, Admin Info Technology MC 673, 50 Gerty Dr, Champaign, IL 618207496, United States

Delivery Options: Hospital Delivery Location: no value, Expedite: X, Ship Via: Best Carrier-Best Way, Requested Delivery Date: no value

Billing

Bill To: called to: upayvendinvoic@uillinois.edu

Billing Options: Accounting Date: no value, Non-Standard Terms: no value

Accounting Codes

Chart	Index Code	Fund	Fund-Banner	Fund Type	Organization	Organization - Banner	Account	Account - Banner	Program	Program - Banner	Activity	Activity - Banner	Location	Purchasing Dept	Purchasing Supervisor
9	N/A	301065-9	301065	no value	512001-9	512001	153900-9	153900	512006-9	512006	no value	no value	no value	System Purchasing Chart 9	System Purchasing Chart 9
University of Illinois Admin		512	424 ACDC		Univ Press Acquisitions	ORR Administration	Professional/Artistic Services	Professional/Artistic Services	Univ Press Acquisitions	Univ Press Acquisitions					

Internal Notes and Attachments

ICS Contract Number: no value

Bulletin Award Number: no value

Previous Purchase Order Number: no value

External Notes and Attachments

Attn: no value

PO Clauses: [Edit](#) | [View details](#)

Draft

Total (4.38 USD)

Subtotal: 4.38

Shipping: 0.00

Handling: 0.00

What's next for my order?

Next Step: Departmental Approval

Approvers: Hemming, Amanda, LeGrant, Barbara, Reese, Jeannine

Workflow: Show skipped steps, Draft (Active), Budget Auth (Future), Departmental Approval (Future), Create PO (Future), Finish (Future)

Callouts:

- Click tabs to add or view information
- Click edit icon to change information
- Click for details
- Open Actions menu for selected items

Submitted Requisitions

Submitted **Requisitions** are displayed in a document configuration that is similar to the Checkout page.

Requisition : 2571220 1 of 1 Results

Summary Taxes/S&H Comments Attachments History

General	Shipping	Billing
Status ✓ Completed (6/14/2020 1:11 PM) Purchase Order 2171401 view print Submitted 6/14/2020 1:11 PM Cart Name 2020-06-13 bwilson 01 Description Shopping Cart Prepared by Brynn Wilson PO Clauses 3 View details Tax Code USA US Based Budget Date 3/8/2020	Ship To Attn: Brynn Wilson Department 3020 Carrington Mill Blvd Suite 100 Morrisville, NC 27560 United States Delivery Options Expedite No Ship Via Best Carrier-Best Way	Bill To Contact Line 1 Brynn Wilson 6501 Weston Parkway Cary, NC 27513 United States Credit Card Info No credit card has been assigned. Accounting Date no value

Accounting Codes

Internal Notes and ... **External Notes and...** **Additional Notes**

2 Items

Katak Products - 2 Items - 24.00 USD

Completed

Total (24.00 USD)

Subtotal	24.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Total	24.00

Related Documents

[Purchase Order: 2171401](#)

What's next?

Workflow

Show skipped steps












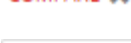


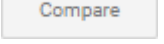



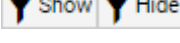





Submitted
6/14/2020 1:11 PM
Brynn Wilson

Create PO
Completed

Completed
6/14/2020 1:11 PM

Icons

You will see these icons in the shopping pages:

-  Click to display actions for items in a panel or page
-  Click to edit information
-  Collapse section
-  or  Expand section
-  Click to add an item to Favorites
-  Item is a user's personal Favorite
-  Item is a shared Favorite
-  The recommended item has been added to a requisition in the last 30 days
-  or  Click to add an item to the Compare list
-  or  Item has been added to the Compare list
-  Click to generate a comparison
-  No items have been selected for comparison
-  Show shopping search results in a grid view
-  Show shopping search results in a list view
-  Choose which item details to display on tiles in the grid view
-  Show or hide the filters on carts
-  Show or hide the right sidebar on documents
-  Click to apply viewing filters. For example, select an item from the drop-down to view general information only or view line items only. The icon is blue  if a filter is applied.
-  Print document or workflow information
-  Click to view help information