

MAIN MENU OPTION DESCRIPTIONS

The table below contains a description for each main menu item. Your site may not display all of the following menu options. Menu items displayed depend on your role and permissions.



Homepage

Clicking on the **Homepage** icon will return you to the page that is configured as your homepage.



Shop Menu

The **Shop** menu contains the menu options related to shopping tasks including product quick search, access to the shopping page, and access to carts and orders.



Orders & Documents

Menu items related to Document Search and Approvals are located in the **Orders & Documents** menu.



Catalogs & Contracts Menu

Tasks related to the setup and management of contracts are located in the **Catalogs & Contracts** menu. This includes searching for procurement contracts and viewing departmental contract documents.



Accounts Payable Menu

The **Accounts Payable** menu contains Invoice and Receipt information. It allows you to search for invoices entered on your orders. Enter receipts and see draft receipts.



Sourcing Menu

The **Sourcing** menu will allow you to search for bids.



Reporting Menu

Reports are accessed from the Reporting menu. The sub-menus are organized by report type.



Menu Search

Menu Search is a keyword search that returns a list of pages containing that keyword. Search results are clickable and take you directly to the page.