Navigating the BuyWays Home Page

New Interface: Phoenix

1. **MENU:** The Phoenix interface features a side slide out menu. Menu items stay out of the way until they are needed for a less cluttered site.
2. **ACTION ITEMS:** In the Phoenix interface, action items are located in the top banner area and are accessible from any page in BuyWays.
3. **CART VIEW:** Click the Shopping Cart icon to get a quick view of the active cart from anywhere in BuyWays, without leaving your current page.
4. **QUICK SEARCH:** Accessible from all pages, but is hidden until you select the icon to display it. The Quick Key = (Alt +Q).
5. **NOTIFICATIONS (NEW):** In addition to email notifications, you can now view notifications from any page in BuyWays.
6. **USER PROFILE:** The Phoenix user profile groups similar tasks in a logical manner and offers Quick Links that contain the most commonly used tasks.
7. **FAVORITES:** Create custom bookmarks for your favorite or most frequently used pages.
8. **MENU SEARCH (NEW):** Pages are easier to find with the Menu Search option. A keyword search returns a list of pages containing that keyword. Search results are clickable to take you directly to the page and breadcrumbs will display to help navigate to the page.
Phoenix Interface Menu Options: The Phoenix UI menu options are grouped by related tasks making them easier to locate.

- Accessed directly from the Shop menu, Product Quick Search allows you to do a simple item search by keyword, catalog number, or CAS #.
- From the Shopping sub-menu you can access the Shopping page, Forms and Favorites.
- The My Carts and Orders sub-menu contains options for viewing your Active Cart, Draft Shopping Carts and your most recent orders.
- Document search tasks are accessed from the Document Search sub-menu.
- All tasks related to approvals are available on the Approvals sub-menu including: My Approvals, Approval Notifications, My Recent Approvals, and Assign Substitute Approvers.
- The View Contracts sub-menu contains all options for contract management.
- Hosted catalog content, pricing, and configuration tasks are accessed from the Hosted Catalog Item and Price menu.
• The Accounts Payable menu contains all tasks related to AP Director and Settlement Manager.

• From the Invoices & Receipts sub-menu, you can access the AP Dashboard and other tasks related to invoices and receipts.

• Users with AP administration permissions will be able to access the AP Administration Menu. From this menu you can configure the AP Setting and matching rules and tolerances.