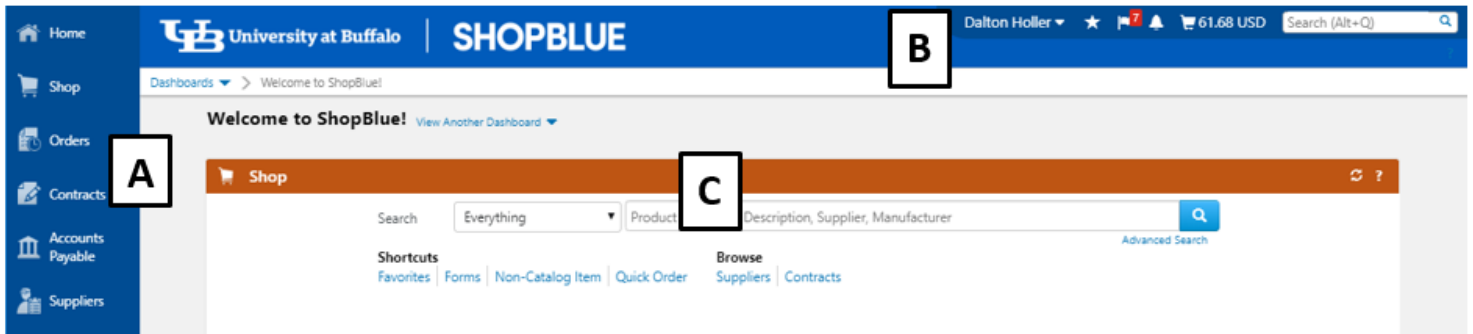


# SHOPBLUE

## Navigation Map and Icon Key



### A. Left Toolbar



**Home:** this icon will bring the user to the user homepage.



**Shop:** search for items, view favorite items, view and manage carts and enter non-catalog orders.



**Orders:** search documents or orders and view approvals, notifications, and approval history.



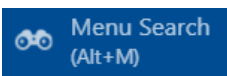
**Contracts:** Search, create, import, manage and configure contracts.



**Accounts Payable:** AP administration; search, view and create invoices and receipts.



**Reporting:** access supplier management and export reports.



**Menu Search:** search for specific screens, functions, terms and instructions.

\*\*\*Options containing a sub-menu. To access the sub-menu, select or hover over the icon. The sub-menu will appear where you can navigate to the appropriate page.

## B. Top Toolbar

Dalton Holler ▾

**User Profile:** contains user information and settings and access to view recent activity.



**Bookmarks:** create and save frequently used pages for quick access.



**Action Items:** administrative items that require some action by the user.



**Notifications:** status updates that alert user when activity has taken place or something requires your attention (i.e.: approvals, rejections, returns, shared carts).

🛒 231.23 USD

**Shopping Cart:** Preview your active cart and display basic info such as item image, name, price and quantity. From here you can remove items, access the cart or proceed to checkout.

Search (Alt+Q) 🔍

**Quick Search:** Allows for a variety of searches for requisitions, purchase orders, invoices and items. Available searches depend upon user role permissions.

🛒 Shop > Shopping > Shopping Home ▾ > Welcome to ShopBlue!

**Bread Crumb Trail:** shows the page currently being viewed.

## C. Shopping Home Page and Dashboard

The screenshot displays the ShopBlue Shopping Home Page and Dashboard. The page is divided into several sections:

- Advanced Search:** A search bar with a dropdown menu set to "Everything" and a "simple search" link. Below it are fields for "Find Results That Have:" (All of These Words, Part Number (SKU), Commodity Code) and "Other Options" (Exact Phrase, Any of These Words, Exclude Words). A "Search" button is at the bottom right.
- Shortcuts:** A row of links: Favorites, Forms, Non-Catalog Item, Quick Order, Suppliers, Contracts.
- Popular Guidelines:** A list of links: UB Food and Beverage Requisition Guidelines, UB Guidelines & Policies, UB's Allowable use of Funds, Purchasing Dollar Thresholds, Confirming Received Guidelines.
- Quick Links:** A list of links: View Carts, View My Orders (Last 90 Days), Open My Active Shopping Cart, UB Procurement FAQ, How to Create a Receiver.
- Organization Message:** A red banner with text: "The SUNY Financial Management system will be unavailable from November 26<sup>th</sup>, 2019 through the week of December 2<sup>nd</sup>, 2019 for system maintenance. State-funded purchase orders cannot be completed during this time. ShopBlue will be available for State & RF funding sources during normal business hours on these dates. Please continue to submit all requisitions as they will be processed when the system becomes available. For urgent requests that cannot wait until the system becomes available, please use PCard or Research funds when allowable." Below it is a "Welcome to ShopBlue" message.
- Showcases:** A section with three sub-sections: "Preferred Source" (Hosted Catalogs for NYSD and NYSPPS), "Electronics" (Dell logo), and "Laboratory Supplies" (Logos for BRACKER, QIAGEN, and BIO RAD).

Numbered callouts in the image point to specific elements:

- 1:** Points to the "Advanced Search" section.
- 2:** Points to the "Popular Guidelines" section.
- 3:** Points to the "Quick Links" section.
- 4:** Points to the "Organization Message" section.
- 5:** Points to the "Showcases" section.

# SHOPBLUE

The screenshot shows the ShopBlue user interface. Callout 4 points to the 'Welcome to ShopBlue' message and 'ShopBlue System Support' information. Callout 5 points to the 'MRO Supplies' and 'Office Supplies' sections. Callout 6 points to the 'My Draft Carts' section, which contains a table of draft carts. Callout 7 points to the 'My Requisitions' section, which contains a table of requisitions.

**4** Welcome to ShopBlue, where you will find goods and services for your work and research. You can search all of your past transactions by selecting the Orders tab on the sidebar, and then select Search Documents.

ShopBlue System Support  
Phone: 716-645-4500  
Email: UBS-ShopBlue-Support@buffalo.edu

**5** MRO Supplies  
CORR Hosted Catalog  
GRAINGER Minoritech  
WEBSCO

Office Supplies  
Office Depot

**6** My Draft Carts

Number	Cart	Date	Total
126216592	2019-11-20 BUF-DALTONHO 02	11/20/2019	61.68 USD
126209148	2019-11-20 BUF-DALTONHO 01	11/20/2019	260.00 USD
126128299	2019-11-19 BUF-DALTONHO 01	11/19/2019	10.00 USD
125946882	2019-11-14 BUF-DALTONHO 02	11/14/2019	40.00 USD
119639555	2019-06-19 BUF-DALTONHO 01	6/19/2019	15.00 USD

1-5 of 5 Results 5 Per Page

**7** My Requisitions

Number	Requisition	Requisitioner	Date	Total
126117070	office furniture 11/19/2019	Dalton Holler	11/19/2019	0.00 USD
125023982	2019-10-24 BUF-DALTONHO 01	Dalton Holler	10/24/2019	390.00 USD
123017603	2019-09-10 BUF-DALTONHO 01	Dalton Holler	9/10/2019	641.00 USD

Displaying 3 of 3 Search My Requisitions

**1. Shop:** search for products through different criteria, browse suppliers and contracts, or access shortcuts to forms, non-catalog items, or favorites.

**2. Popular Guidelines:** links to policy and guidelines.

**3. Quick Links:** easy access for internal links within ShopBlue as well as web links with helpful information.

**4. Organization Message:** contains an overview of ShopBlue, links to further education and training, and a platform to convey important information regarding the organization or the ShopBlue system.

**5. Showcases:** displays punch outs and hosted catalogs to shop from. It also contains forms for special requests and links to featured suppliers.

**6. My Draft Carts:** displays your current draft carts.

**7. My Requisitions:** a summary of submitted, pending, rejected, withdrawn and completed requisitions. This is shown in a list version but can also be viewed as a graph.

**? Help:** located in the upper right hand corner of each widget, this link provides information on what you can do within that section.