










1. **eSHOP Logo / Home icon** – While working in eSHOP, you can click on the eSHOP logo or the  icon and return to the home page at any time.
2. **User Information/Profile link** – Your name displays at the top along with a drop down menu to your user profile. The profile area is where you can edit your profile settings such as email notifications and set default cost objects, address information and assignees. This area will also show pending requisitions.
3. **Set My Home Page / Logout** – When selecting the drop down menu next to your name, you also have the option of setting your home page or logging out of eSHOP.
4. **Favorites** – you can add any page to your Favorites or access your favorites.
5. **Action Items** – Items that might need your attention.
6. **Notifications** – Notification of recent activity based on your email preference settings.
7. **Cart Preview** – The last cart that you access is displayed at the top of the page. The total amount of the cart is displayed. Click this shortcut activate a dropdown for Cart Preview to view the cart name, the number of items in the cart and the total amount. From Cart Preview, you can select *View My Cart* or select *Checkout*.
8. **Breadcrumbs** – As you navigate to different pages in eSHOP, the title of the current screen will be displayed.
9. **Navigation Bar** – Icons on the left side navigation bar will appear according to the permissions you have within eSHOP. Menu options are grouped by related tasks.
  -  **Home** – Clicking this icon from any page within eSHOP will return you to the home page.
  -  **Shop** – Use the Home/Shop icon for performing searches and accessing punchout suppliers and eSHOP forms. You can also view your carts and orders from the Shop menu.
    - a. Shopping
      - i. Search
      - ii. Go To: Advanced Search, View Favorites, View Forms, Non-Catalog Form
      - iii. Browse By: Suppliers, Categories, Contracts
    - b. My Carts and Orders

- i. Open My Active Cart
      - ii. View Draft Shopping Carts
      - iii. View My Orders (Last 90 Days)
    - c. Admin
      - i. Manage Assigned Carts
  -  **Orders & Documents** – Access saved document searches and all tasks related to approvals
    - a. Document Search
      - i. Search Documents
      - ii. View Saved Searches
      - iii. Download Export Files
  -  **Catalogs & Contracts** – View tasks related to the setup and management of hosted catalog content and contracts.
    - a. View Contracts
      - i. Search for Contracts
  -  **Accounts Payable** – Contains all tasks related to Settlement Manager and AP Director, including invoices & receipts.
    - a. Invoices & Receipts
      - i. AP Dashboard
      - ii. Search for Invoices
      - iii. View Draft Receipts
      - iv. Search for Receipts
10.  **Online Help** – You can access help for the page that you are on by clicking on the question mark on that page.
11. **Shop-at-the-Top** – You can use this area to search for items by category, keyword and additional advance options.
12.  **Menu Search** – You can use the quick search to perform a variety of searches from anywhere within eSHOP.
13. **Go to:** – This area contains links to quickly access specific areas within eSHOP from the home page.
14. **Showcased Suppliers, Showcased Services and Punch-out** – Use this area to access catalogs to add items to your shopping cart.
15.  **Quick Search** – available from all pages (top right corner of screen), but is hidden until you select the icon to display it. You can search by several categories such as Invoice Number and Purchase Order Number or if you select “All” the search pulls up any related documents using your defined criteria.

