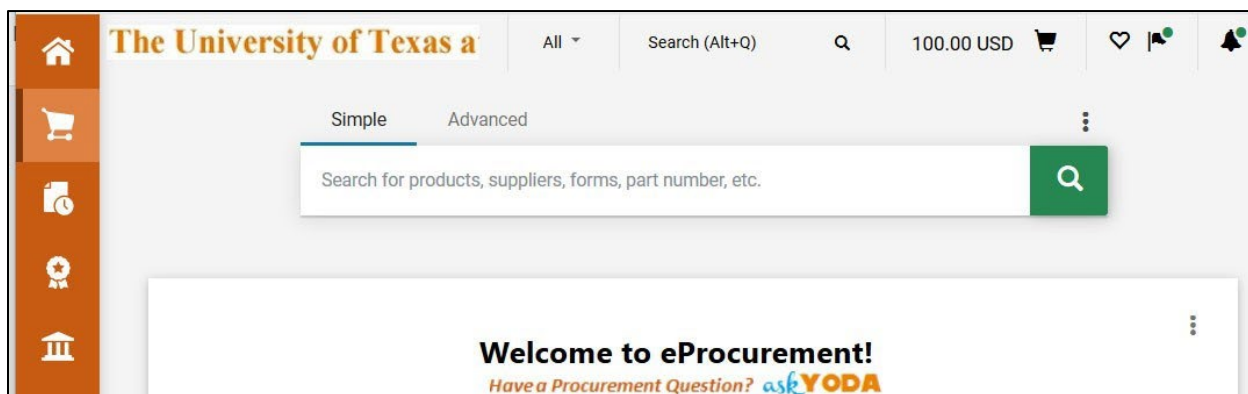
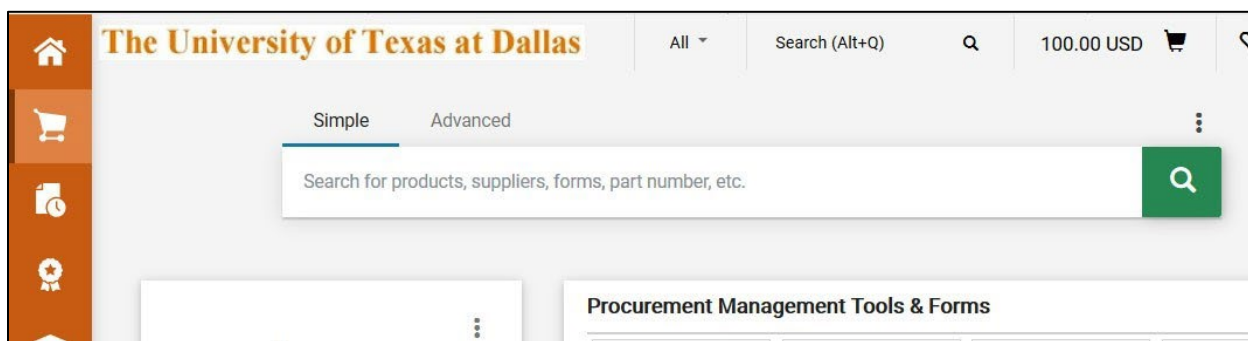
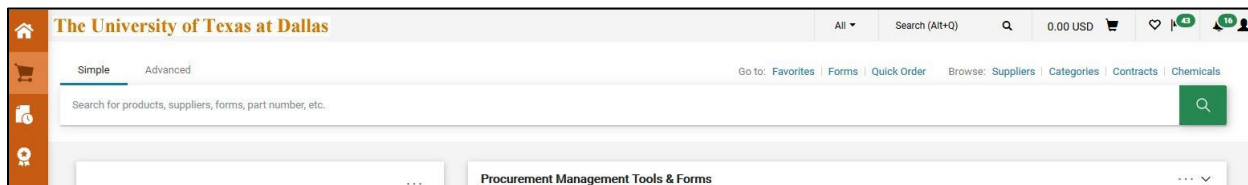


eProcurement User Interface (UI) Quick Guide

Fluid (User Friendly)

Menus adapt and collapse as needed to help fit the screen of different devices. Each image below shows the screen squeezed a little more and the way the fluid page reacts:



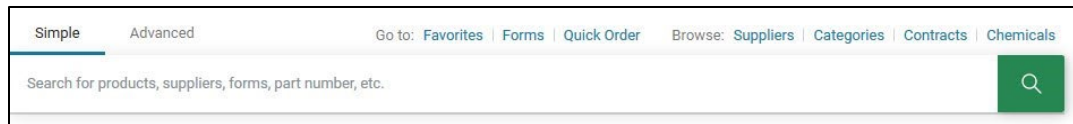
Header Navigation

Icon description, left to right, Document Selection, Quick Search, Cart Access, Favorites, Action Items, Notifications and User Profile



Search Bar Navigation

Tabs located above the navigation bar allow users to easily switch between Simple and Advanced Search

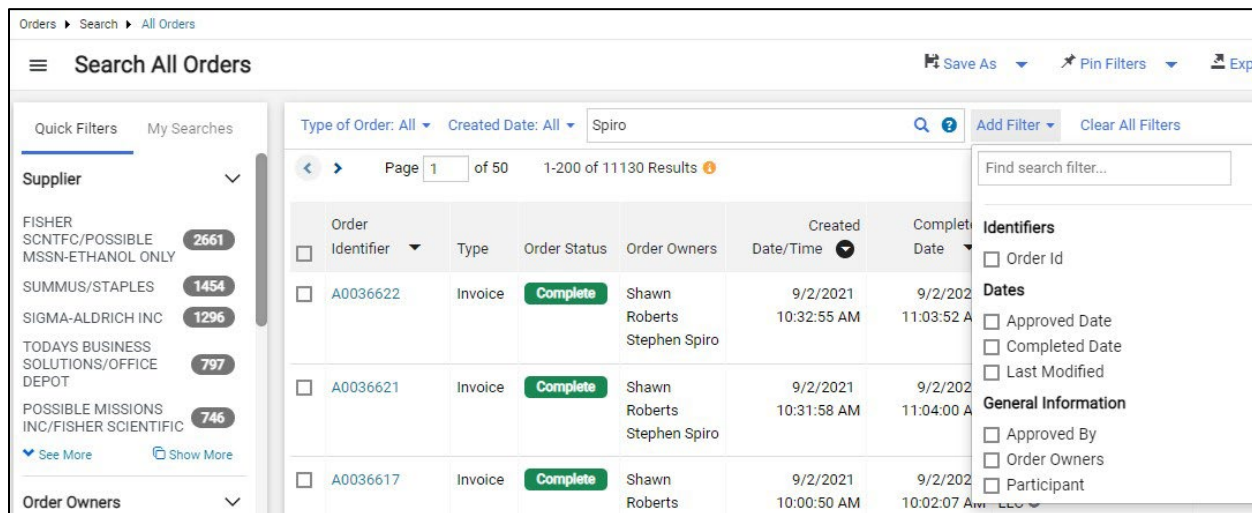


Simple Advanced Go to: [Favorites](#) | [Forms](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Search for products, suppliers, forms, part number, etc.

Document Search

Robust document search allows users to select Order Type, Date Type, and add Filters with tools located at the top of the page rather than through navigation



Orders > Search > All Orders

Search All Orders Save As Pin Filters Export

Quick Filters My Searches

Supplier: FISHER SCNTFC/POSSIBLE MSSN-ETHANOL ONLY (2661), SUMMUS/STAPLES (1454), SIGMA-ALDRICH INC (1296), TODAYS BUSINESS SOLUTIONS/OFFICE DEPOT (797), POSSIBLE MISSIONS INC/FISHER SCIENTIFIC (746). See More Show More

Order Owners

Type of Order: All Created Date: All Spiro

Page 1 of 50 1-200 of 11130 Results

Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date
A0036622	Invoice	Complete	Shawn Roberts, Stephen Spiro	9/2/2021 10:32:55 AM	9/2/2021 11:03:52 AM
A0036621	Invoice	Complete	Shawn Roberts, Stephen Spiro	9/2/2021 10:31:58 AM	9/2/2021 11:04:00 AM
A0036617	Invoice	Complete	Shawn Roberts	9/2/2021 10:00:50 AM	9/2/2021 10:02:07 AM

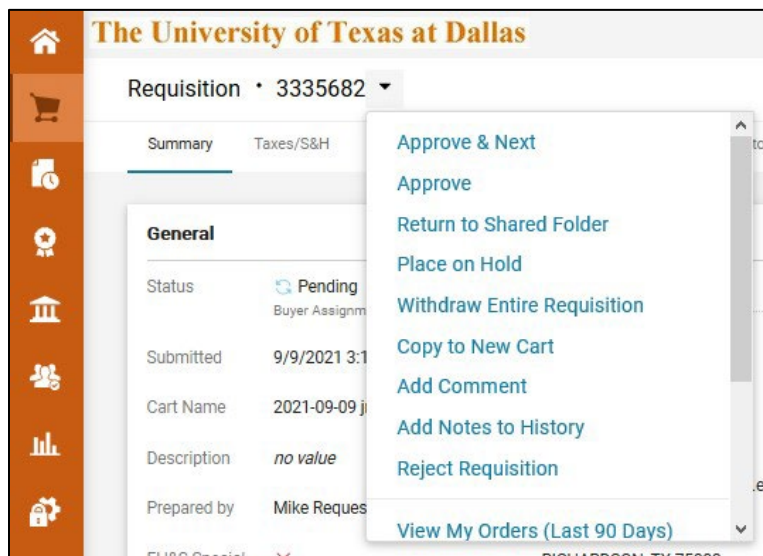
Identifiers: ☐ Order Id

Dates: ☐ Approved Date, ☐ Completed Date, ☐ Last Modified

General Information: ☐ Approved By, ☐ Order Owners, ☐ Participant

Documents (Requisition, Purchase Order, and Invoice)

Action item pull down menu in upper left of document next to a more prominent Document ID



The University of Texas at Dallas

Requisition • 3335682

Summary Taxes/S&H

General

Status: Pending Buyer Assignment

Submitted: 9/9/2021 3:10 PM

Cart Name: 2021-09-09 j...

Description: no value

Prepared by: Mike Reques...

EH&S Special

RICHARDSON, TX 75080

Action Menu:

- Approve & Next
- Approve
- Return to Shared Folder
- Place on Hold
- Withdraw Entire Requisition
- Copy to New Cart
- Add Comment
- Add Notes to History
- Reject Requisition
- View My Orders (Last 90 Days)

- Requisitions workflow is shown on the right side of the document under “What’s next?”

eProcurement User Interface (UI) Quick Guide

Purchasing
purchasing@utdallas.edu

Requisition * : 2922085

Summary | Taxes/SDH | PO Preview | Comments | Attachments | History

General	Shipping	Billing
Status: Pending <small>Cost Center Review</small>	Ship To: Shipping address code: SB 1.1020 Attn: Mike Requestor Rm: Bldg SPN 12.502 2811 N Floyd Road CENTRAL RECEIVING RICHARDSON, TX 75080 United States	Bill To: ACCOUNTS PAYABLE 800 West Campbell Rd. Mail Station: SP2 24 Email Invoices to: Accountspayable@utdallas.edu RICHARDSON, TX 75080 United States
Submitted: 3/16/2020 11:10 AM	Delivery Options: Ship Via: Best Carrier Best Way Requested Delivery Date: No value	Credit Card Info: No credit card has been assigned
Cost Name: 2020-03-18-jrm069100-01		Billing Options: Accounting Date: 3/16/2020 Fiscal Year Budget: No value
Description: No value		
Prepared by: Mike Requestor		
Author Approver: No value		

Pending
Total: \$29,60 USD
What's next?
No workflow process active
Workflow:
Submitted (3/16/2020 11:10 AM) Mike Requestor
Initial Budget Auth Request Completed
Initial Budget Auth Response Approved

- Quickly navigate through Req, PO, and Invoice by expanding the “Related Documents” menu on the right-hand side of page

Requisition * : 2922028

Summary | Taxes/SDH | Comments | Attachments | History

General	Shipping	Billing
Status: Completed <small>(3/16/2020 10:36 AM)</small>	Ship To: Shipping address code: SB 1.1020 Attn: Mike Mogg Rm: Bldg AD34 2811 N Floyd Road CENTRAL RECEIVING RICHARDSON, TX 75080 United States	Bill To: ACCOUNTS PAYABLE 800 West Campbell Rd. Mail Station: SP2 24 Email Invoices to: Accountspayable@utdallas.edu RICHARDSON, TX 75080 United States
Submitted: 3/16/2020 10:36 AM		
Cost Name: 2020-03-18-jrm069100-utd 01		
Description: No value		
Prepared by: Mike Requestor		
Prepared for: Mike Mogg		

Completed
Total: \$1.00 USD
Related Documents
Purchase Order: T007665
Invoices: 1641663
What's next?
No workflow process active