

**My Carts:** Navigate to “My Carts” and Orders>View Carts to view draft and assigned carts

**Shopping Cart:** Access your current shopping cart

**Notifications**

**Guidelines:** Access to work instructions, user guides and supplier contact information

**Search:** Search for items available in Supplier catalogues

**Action Items:** Review the action items for updates regarding requisitions, purchase orders, and invoices

**Profile:** Create shipping and cost centre defaults; update email notification preferences.

**Orders:** Navigate to “My Orders” to search for Requisition, Purchase Orders, Invoices, or Receipts.

**Welcome:** Check here for new announcements

**Non-Catalogue Purchase Requisition:** Used to create shopping carts for non-catalogue items

**Punch-out:** Click on icons to navigate a vendor’s website

