New User Interface (Effective July 1, 2021)

The new user interface is a redesign of the shopping pages, requisition document, purchase order document and invoice document into a new modern user interface. Please review the below information to navigate through the new pages.

Icons Reference:

You will see these icons in the new shopping pages:

- 🔍 Click to switch between the classic and new shopping experiences
- 🔍 Click to display additional options available for items in a panel or page
- ✏️ Click to edit information in a panel
- ▼ Collapse section
- ▮ or ▮ Expand section
- ❤️ Click to add an item to Favorites
- 🎁 Item is a user's personal Favorite
- 🎁 Item is a shared Favorite
- 🧐 Shared cart
- 📦 The recommended item has been added to a requisition in the last 30 days
  - COMPARE or COMPARE Click to add an item to the Compare list
  - COMPARE or COMPARE Item has been added to the Compare list
- ️ Click to generate a comparison
- ️ No items have been selected for comparison
- 📣 Show shopping search results in a grid view
- 📣 Show shopping search results in a list view
- 🔧 Choose which item details to display on tiles in the grid view
- 🤑 Item requires sourcing
- 🤑 Item is associated with a contract
- 🗝️ Show or hide sidebar
- 🏕️ View or hide header and line item details, line items only, or accounting codes only
- 📞 Click to view help information
Shopping Cart

The main differences you will notice are where the available actions and menu items reside. Some of the menus are now activated by clicking on a dropdown arrow or an ellipsis.

New UI

Old UI
Requisition (draft)

To edit individual areas of the requisition, you will click on the “Pencil” icon which is now the edit button:

**New UI**

**Old UI**
Ship To Information

When updating a Ship To address, click the edit button. 

1. A popup box will show your current address and the addresses associated with your profile will show directly below the current address.
2. There is a search box at the bottom of the page to search for additional addresses that are not associated with your user profile.
3. Need to associate a new address with your profile? After the new address is selected, check the box next to Add to my addresses. The address will then be saved as an address to your profile.
4. Save your changes and close.

New UI

Old UI
Requisition Workflow (New UI)

To the right of the draft requisition, there is now a workflow area. Here you can tell who will be the next to approve your order or to see which workflow step your requisition is currently sitting.

In the example to the left, the area shows that the next step for my requisition is the Account Assignment step. The name of the approver will also be listed.

The next step in the workflow will show as a blue font and any future steps will show in a black font.
Requisition Submission Notification Page

**New UI**

![New UI interface](image1)

**Old UI**

![Old UI interface](image2)

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Invoice

The available actions are now located in a drop down menu to the right of “Invoice”

To edit individual areas of the invoice, you will click on what is now the edit button:

New UI

Old UI

Remit to: New UI

Remittance Address
Approval and Approval workflow

The right-hand side of the invoice is the approval and workflow area. Here you will approve your invoice to the next step, and you can review where the invoice will be going next and in the future.