New Shopping Experience

Search

The first page of the new shopping experience displays a search field and purchasing showcases.

In the search field, users enter key words for the items they want to purchase, then click the search icon. Users can search for hosted and non-catalog items, forms, requests, and level II punchout items.

Simple and Advanced tabs along the top of the search field allows users to toggle between simple and advanced search pages.

The Go to and Browse shortcut links provide quick access frequently used features such as favorites or forms. The links are displayed as text above the field on a wide screen, and collapse into an actions icon with a drop down menu on narrower screens.

Recommended Search Items

In the new shopping experience, the product search field offers up to 10 recommended items based on a user's personal and shared favorites, and items that have been added to requisitions in the last 30 days. If there are no recommended items, or you don't want to use one of the recommended items, click the Search icon to generate a search.
In the recommended item list:

- Clicking on a product name will launch a search for the item and take users to the search results.

- A ❤ icon indicates that an item is in the logged user's personal favorites folder. A ❣️ icon indicates that an item is in a shared favorites folder. A 🎨 icon indicates that an item has been added to a requisition in the last 30 days.

- An Add To Cart button allows users to add an item or request directly to their cart. An ADD AND CHECKOUT option on the drop-down menu will take users directly to the Checkout/Requisition page where they can purchase their items without going through the search results.

**New shopping experience**

![Image of a shopping cart interface showing recommended items and an Oxford(R) Kraft Expansion Envelopes with options to add to cart](image)

**Search Results**

Items that match the search criteria are displayed on the search results page. On this page users can:

- Search for additional items using the search field at the top of the page.
- Apply multiple search filters in the left sidebar to narrow search results.
- Choose different sorting preferences from the BEST MATCH menu.
- Click on an item to display product details.
- Compare products.
- Add items to their Favorites.
New shopping experience

List and Grid Views

In the search results page, you can switch between list view as shown above, or you can click the grid icon to view items as tiles in a "sticker" format. The grid view displays 1-6 columns of tiles, depending on the size of the screen. You can click the icon to choose which product details are displayed on the tiles.
New shopping experience

Details View

Clicking on item name in the Search Results, Cart or Checkout pages opens a Details view, which provides detailed product information. Information panels in the view can be expanded or collapsed. You can also change the number of items you want to order and add it to your cart from this view.

New shopping experience
**Oxford(R) Kraft Expansion Envelopes, 10in. x 12in., Box Of 25**

<table>
<thead>
<tr>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katak Products</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Number</th>
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<tbody>
<tr>
<td>114708</td>
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<table>
<thead>
<tr>
<th>Manufacturer Name</th>
</tr>
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<tbody>
<tr>
<td>Esselte</td>
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<table>
<thead>
<tr>
<th>Manufacturer Part</th>
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<tbody>
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<td>99900</td>
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<table>
<thead>
<tr>
<th>Number</th>
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<tbody>
<tr>
<td>BX</td>
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<table>
<thead>
<tr>
<th>System Packaging</th>
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<tbody>
<tr>
<td>BX</td>
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</table>

<table>
<thead>
<tr>
<th>Price</th>
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<tbody>
<tr>
<td>12.00</td>
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</table>

<table>
<thead>
<tr>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add To Active Cart</th>
</tr>
</thead>
</table>

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**Product Details**

- **Supplier UOM**: BX
- **Buyer UOM**: BX
- **Category**: Specialty envelopes
- **Category UNSPSC**: 44-12-15-05
- **Color**
- **Image URL**
- **Price Code 1**: ALC
- **Price Code 2**: 4
- **Product Type**: 0
- **UNSPSC**: 44-12-15-05

Envelopes have protective extended gussets and a broad flap with self-sealing adhesive. Seams are hand glued and pressure welded to stay shut and keep the contents secure. Sturdy 40 lb. kraft paper has a 2in. expansion.
Cart

The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, indicate whether the item is taxable or is a capital expense, adjust quantities and view an estimated total purchase amount.

**New shopping experience**

![New shopping experience diagram]

**Classic experience**

![Classic experience diagram]
Checkout

Tabs at the top of the page contain additional information about the document. Items are listed in the bottom section.

- Click tabs to view and edit information within them.
- Click the edit icon to modify information in a section.
- Click the actions icon to see actions that can be performed for the area you are in. In the Items section, on individual items, you will see actions that can be applied to that item only. If you select the icon near the top of the Items section, you will see actions that can be taken for all selected items.
- Click the drop-down menus next to headings to see a list of additional actions that can be taken. For example, clicking the drop-down menu next to the Requisition heading displays Continue Shopping or Add Comment actions. Select a line item and open the Actions menu to see a list of actions that can be taken for the selected items.
- The right sidebar shows document totals, primary actions, and related documents. Users can also view approval workflow information in the What's next for my order? section.
- Click the FILTER VIEW icon to view or hide header and line item details, line items only, or accounting codes only.
New shopping experience
Classic experience
Submitted Requisitions

Submitted Requisitions are displayed in a document configuration that is similar to the Checkout page. Click the new shopping experience toggle on any requisition to view it in the new UI.

New shopping experience
**Classic experience**

You will see these icons in the new shopping pages:

- ![Classic experience icon](image)
  - Click to switch between the classic and new shopping experiences
- ![New options icon](image)
  - Click to display additional options available for items in a panel or page
- ![Edit icon](image)
  - 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 🕒 Click to add an item to the Compare list
• COMPARE ✗ or ❌ Item has been added to the Compare list

• 2 Compare ▶ 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 ➔ Hide Show or hide sidebar

• 🕒 View or hide header and line item details, line items only, or accounting codes only

• 📜 Click to view help information