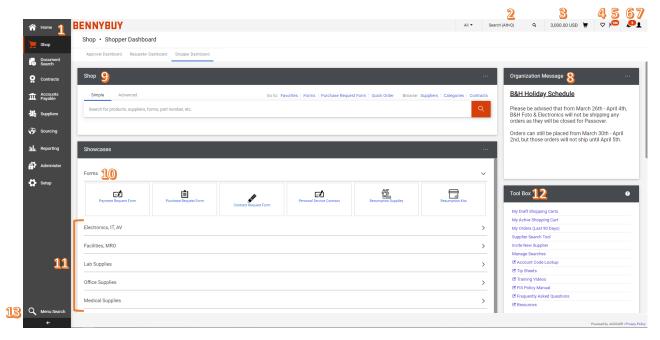
BennyBuy Quick Navigation Guide



- 1. **Side Menu Bar** Menu bar that displays available options for a subject or listed function.
- Quick Search Search bar best used for quick searches, such as specific Invoice, Purchase Order, or Requisition numbers.
- 3. Cart Preview Provides a quick view of your active shopping cart.
- 4. **Bookmarks** Access to pages you have bookmarked in the system.
- 5. **Action Items** Items that require a type of action, such as Invoices requiring your approval.
- 6. **Notifications** Certain actions items, such as submitted Requisitions, will trigger notifications. Notifications do not necessarily mean an action is required.
- 7. **User Image** Access to your user profile in BennyBuy. Useful for setting default shipping/billing addresses, accounting codes, and setting up substitute approvers.
- 8. **Organization Message** Provides updates and BennyBuy news.
- 9. **Hosted Catalog Search** Use this search bar to look for items that suppliers have available in the Hosted Catalog.
- 10. Forms BennyBuy forms are located here.
- 11. Punchout Suppliers Links to Punchout catalogs for enabled suppliers.
- 12. **Tool Box** Internal and external links to help with frequent quick search needs.
- 13. **Menu Search** A keyword search that returns a list of pages containing the keyword.

