

BennyBuy Quick Navigation Guide

The screenshot shows the BennyBuy Shopper Dashboard. The interface includes a top navigation bar with a search bar, a cart icon showing 3 items, and a user profile icon. A left sidebar contains a menu with icons for Home, Shop, Document Search, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Administrator, and Setup. The main content area is divided into several sections: a 'Shop' section with a search bar and filters, a 'Showcases' section with a 'Forms' dropdown menu, and a 'Tool Box' section with various utility links. A right sidebar contains an 'Organization Message' and a 'Tool Box' with links to shopping carts, orders, and other resources. Numbered callouts (1-13) are placed over the interface to identify key navigation features.

1. **Side Menu Bar** – Menu bar that displays available options for a subject or listed function.
2. **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.