

Quick Links

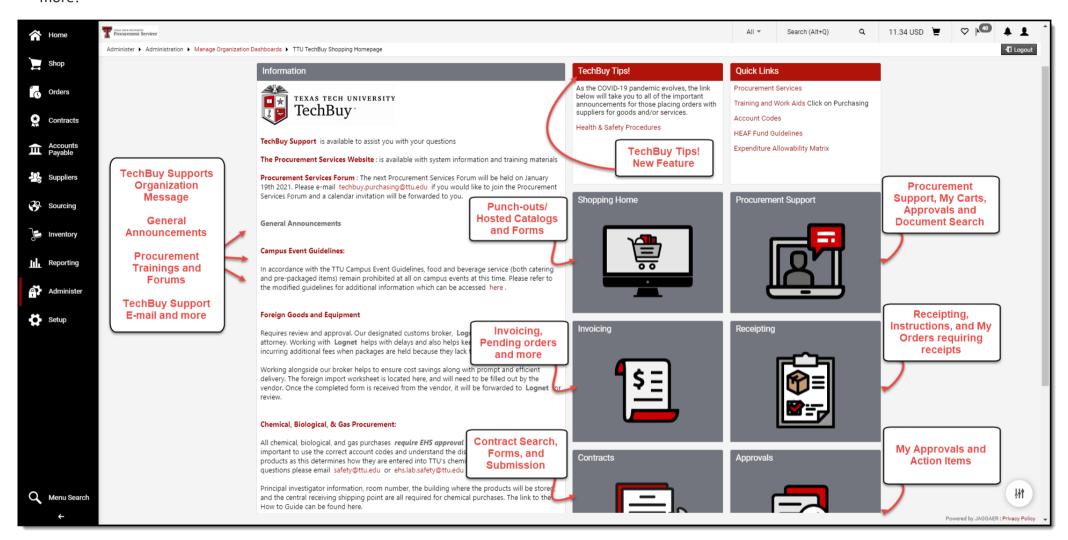
TechBuy >
TechBuy Support >

TechBuy New User Interface Navigation

New Interface

In this new interface we have designed the homepage to include a variety of information regarding purchasing, contracting, invoicing, receipting, approving, and support. As you will find below, the Organization Message includes pertinent information that will be beneficial to users making specific purchases as well as Procurement Trainings and other general announcements. The organization message will be updated periodically so be on the lookout for future updates!

TechBuy Tips has also been introduced to the homepage! This is a feature that will include how-to guides and other helpful information to users who consistently use TechBuy. These tips will be updated frequently so be sure to check back regularly for our newest tips, resources, learning opportunities, and more!



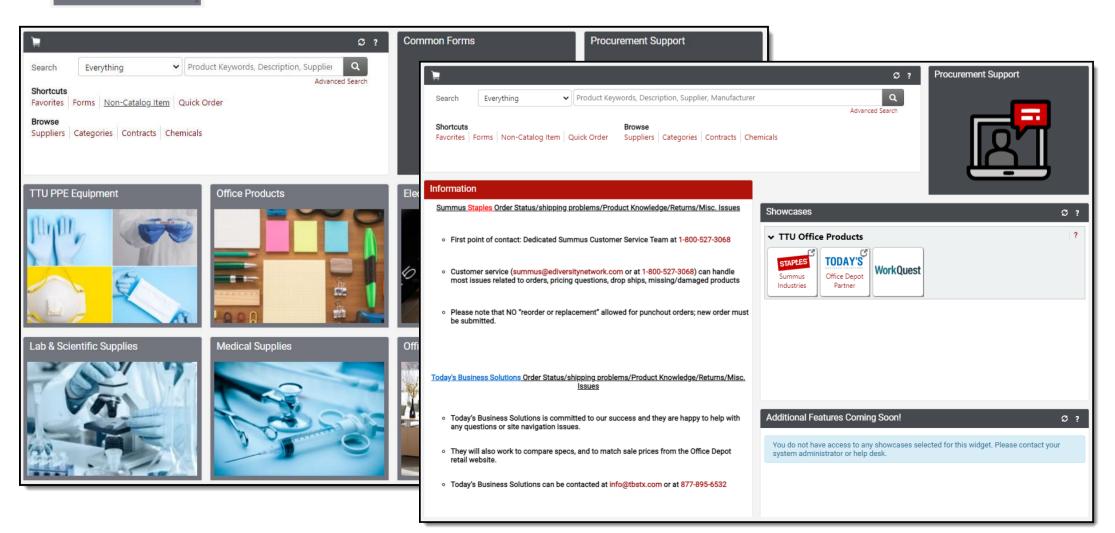
Shopping Home



The Shopping Home is your new one-stop shop for all of your TechBuy purchasing needs. On this page, we have created a dashboard for **Common Forms**, **Procurement Support**, and **Product Categories**.

The Common Forms dashboard brings you to all TechBuy related forms (Non-Catalog, Change Order, Guest Lodging, etc.)

The **Product categories** dashboard contains pertinent information beneficial to the end-user, such as general information, vendor contacts, and recommended account codes.



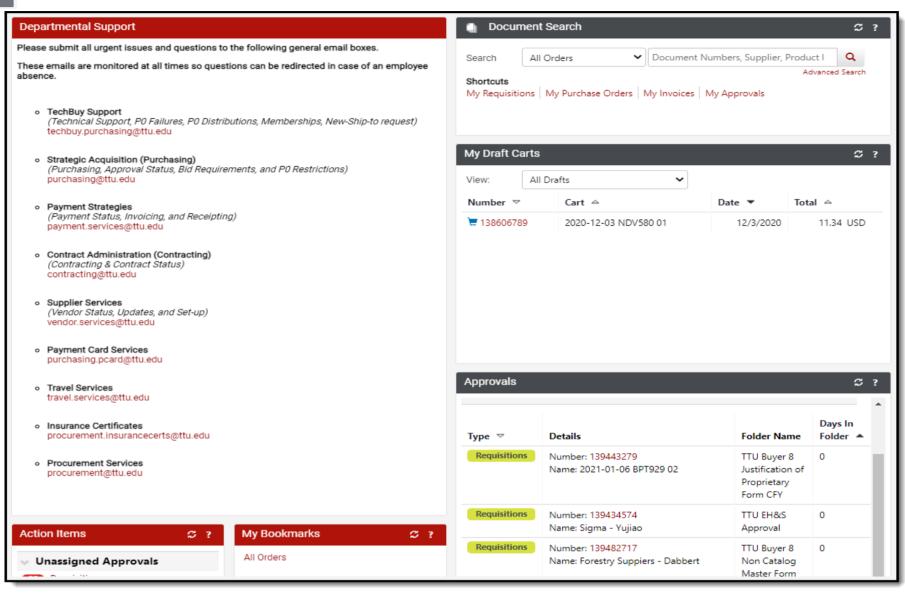
Procurement Support



The Procurement Support dashboard contains departmental support information for all procurement related needs.

Inquiries should be sent to departments that can directly assist your specific needs. Please note that the provided e-mails are monitored at all times, so questions can be redirected in case of an employee absence.

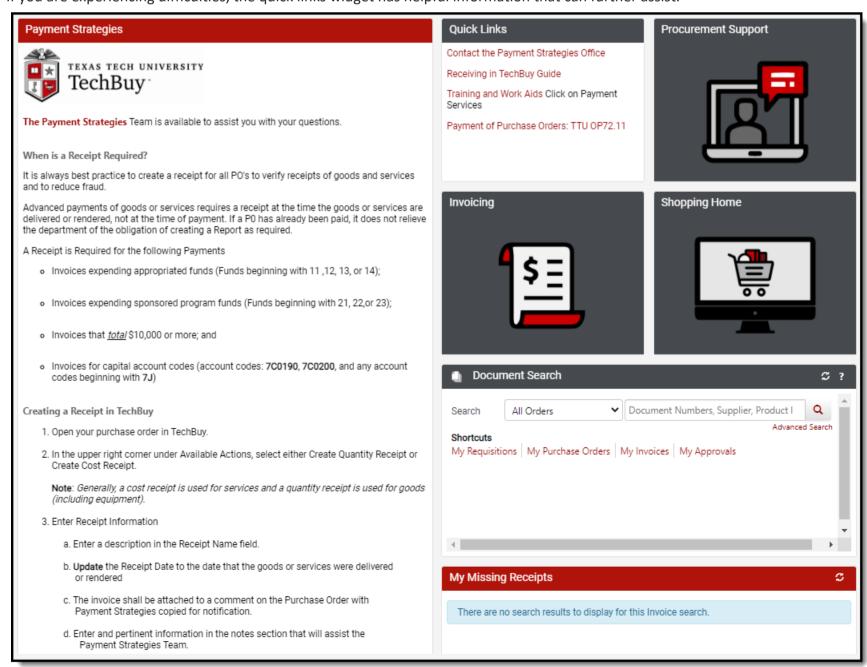
Other helpful widgets found on this dashboard include Document Search, My Drafted Carts, My Approvals, My Action Items, and My Bookmarks.



Receiving



The Receiving Dashboard will help you identify when a receipt is required and will assist you in creating a receipt. There is a convenient table in the bottom right column that will list individual purchase orders that require receipts. If you are experiencing difficulties, the quick links widget has helpful information that can further assist.

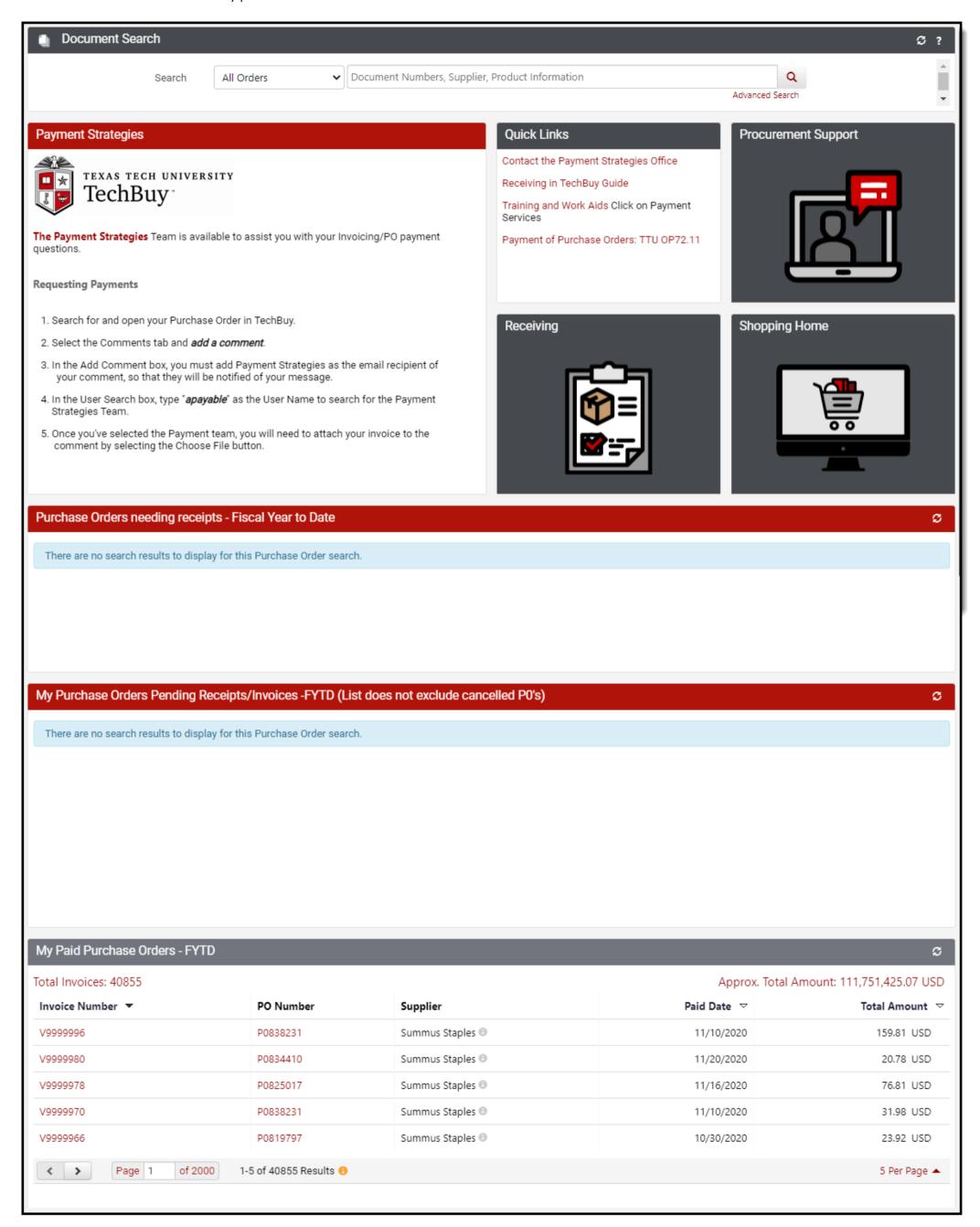


Invoicing



The Invoicing Dashboard will assist with your invoicing needs. This dashboard will include information on how to request payments as well as links to training, how-to guides, operating policies, and receipting. Additionally, there are 3 tables that show the following:

- My purchase orders that need receipts for the fiscal year to date (FYTD)
- My purchase orders that need an invoice or a receipt attached to them FYTD
- My paid invoices FYTD



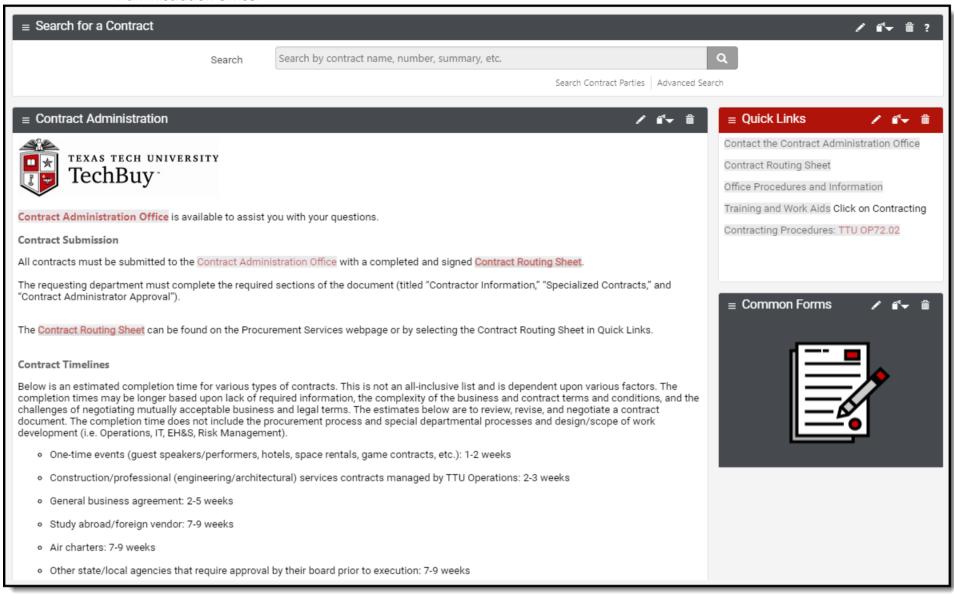
Contracting



The Contracting dashboard contains estimated completion time for various types of contracts as well as information on how to submit a contract. Specific Contracts can be found by using the "Search for a Contract" widget at the top of the page.

Additional Information such as access to the Contract Routing Sheet, links to the operating policies, and a link to the procurement services website can be found in the Quick Links widget.

If you are experiencing difficulties with the contract submittal process, or have further questions, please e-mail the Contract Administration Office.



Approvals



The Approvals dashboard contains requisitions that are pending your approval as well as an action Item widget. These widgets are composed of tasks that will require your action or approval. There is also a quick links section that is available to the right of the page and will provide general information that can assist you in your review prior to approval. Lastly, the "My Bookmarks" widget is a useful tool that will show any shortcuts you have previously saved which will provide quick access to different pages in Jaggaer.

