Navigating the B2P Landing Page

Legend:

See next page for descriptions

1. Navigation Menu
2. B2P Logo
3. Quick Search
4. Cart Summary
5. User Profile and Notifications
6. Catalog Search
7. Punch out Catalogs
8. Frequently Used Forms
9. Procurement Policy Guidance
10. Action Items
| 1. Navigation Menu | Click an icon to navigate within B2P. The arrow at bottom expands section to show titles |
| 2. B2P Logo | Takes you back to the home page from anywhere in B2P |
| 3. Quick Search | Allows search from anywhere in B2P |
| 4. Cart Summary | Displays current cart including items and status |
| 5. User Profile and Notifications | Access user profile, dashboards, system notifications, and logout |
| 6. Catalog Search | Access hosted catalogs to search, filter and compare items |
| 7. Punch out Catalogs | Access supplier sites for purchasing that can be placed in B2P cart |
| 8. Frequently Used Forms | Commonly used forms such as payment request and non-employee reimbursement |
| 9. Procurement Policy Guidance | Forms to help guide procurement activities such as ICQ and VJF |
| 10. Action Items | Assigned action items to help manage workload |