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.