Welcome to the Phoenix User Interface

In the Classic user interface, navigation is performed by clicking on tab-driven navigation menus and sub-menus that are always present on the screen.

In the Phoenix interface, the tab navigation has been replaced by a clean, slide-out side menu that displays the available menu options.

In the new interface, menu items take up less space on the screen and make room for other useful features.

Navigating the Phoenix User Interface

**TOP NAVIGATION BAR**

**NAME MENU:** Contains links to:
- Viewing your profile
- Signing out
- Completed Requisitions
- Completed POs

**ACTION ITEMS:** Shows items that need your attention. These are accessible from all areas of the site.

**NOTIFICATIONS:** Certain events now generate in-app notifications as well as e-mails. If you have any to review, the total count will appear in the red box.

**ACTIVE CART:** Clicking the cart will show you a preview of the contents and the “View My Cart” button which takes you to the shopping screen.

**QUICK SEARCH:** Search for a PO, Requisition, or Invoice by number. Also lets you search all files by keyword.

**LEFT NAVIGATION BAR**

**HOME:** Clicking the home icon or UT Dallas logo will take you back to the Home/Shop page.

**SHOP:** Click to access links to Product Quick Search, Shopping, and My Carts and Orders. My Carts and Orders links to your Active Cart, an overview of your Draft Carts, and any orders you have placed in the last 90 days.

**ORDERS AND DOCUMENTS:** Click to find Document Search, Saved Searches, and any Export Files ready for download. Approvers can also see pending approvals, recent approvals, and the “Assign Substitute Approvers” screen.

**CATALOGS AND CONTRACTS:** The University is currently not using this tool in a way that directly affects your e-Procurement shopping experience.

**ACCOUNTS PAYABLE:** Click to Search for Invoice, Search for Receipt, and Create Draft Receipt. Also links to AP Dashboard, which gives an overview of recently processed invoices and recently closed-out POs.

**NEW!**

**QUESTIONS?**

Contact the Purchasing Office:

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