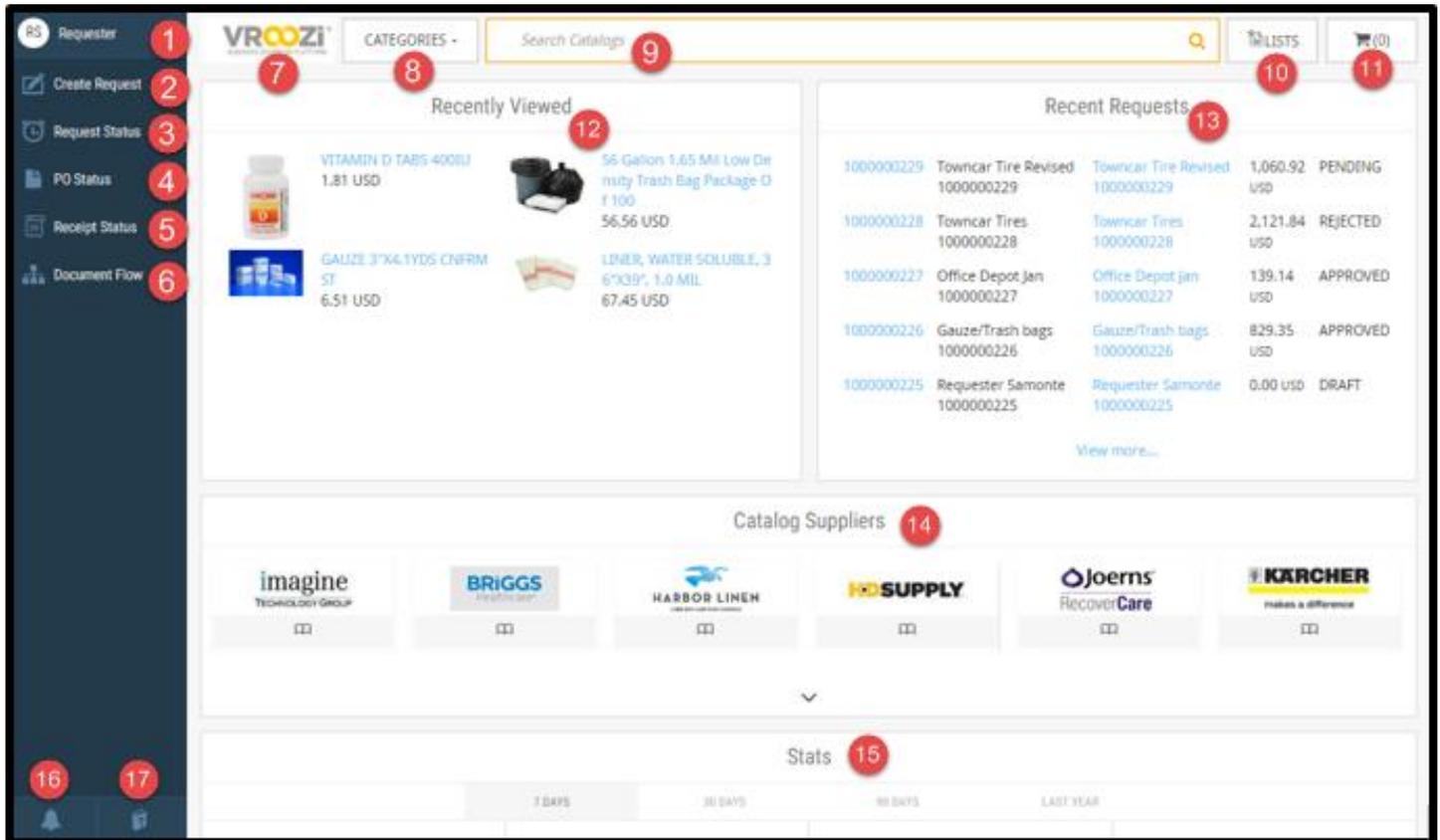


HOMEPAGE ANATOMY



1. **Your First Name and Initials**: The drop down menu here reveals your *Profile*, *My Data*, as well as the *Logout* icon.
2. **Create Request**: Where to create a free text, non-catalog request.
3. **Request Status**: Where to check the status of your request; a history of your requests.
4. **PO Status**: Where to check the status of your *PO*; a history of *Approved Requests* that now have associated *PO Document Numbers*.
5. **Receipt Status**: Where to create *Goods Receipts* and returns.
6. **Document Flow**: Where to look up and view the status and associated records for any type of document. This feature also provides a visual diagram representation of how *Related Documents* are interconnected with each other.
7. **Your Logo Icon**: Brings you back to the landing page of *Purchase Manager*.
8. **Categories Menu**: Allows you to narrow down your search to specific categories when searching for *Internal Catalog* items. Used in combination with the *Search Bar*.
9. **Search Bar**: Where to search for internal catalog items by keyword(s) or item ID.
10. **Lists**: A personalized list of frequently requested items from the *Internal Catalog* that you have organized and saved for use on future requests.

11. **Cart**: A “holding area” for catalog items that can be placed into an existing draft request or converted into a new request.
12. **Recently Viewed Widget**: A history of *Internal Catalog* items that you have searched for, and clicked on to view the item detail.
13. **Recent Requests Widget**: A history of your five latest requests.
14. **Catalog Suppliers**: A list of all approved catalogs for your organizational group based on regional availability. This includes both *Internal* and *Punchout* suppliers.
15. **Purchase Document Stats**: Statistics that reflect your personal purchasing data.
16. **Notifications (Bell Icon)**: Messages from your *Administrator* that are relevant to your region or group.
17. **Help (Book Icon)**: Access to *Zendesk*, which includes the self-help knowledge base and the ability to submit a request to the *Vroozi Helpdesk*.

