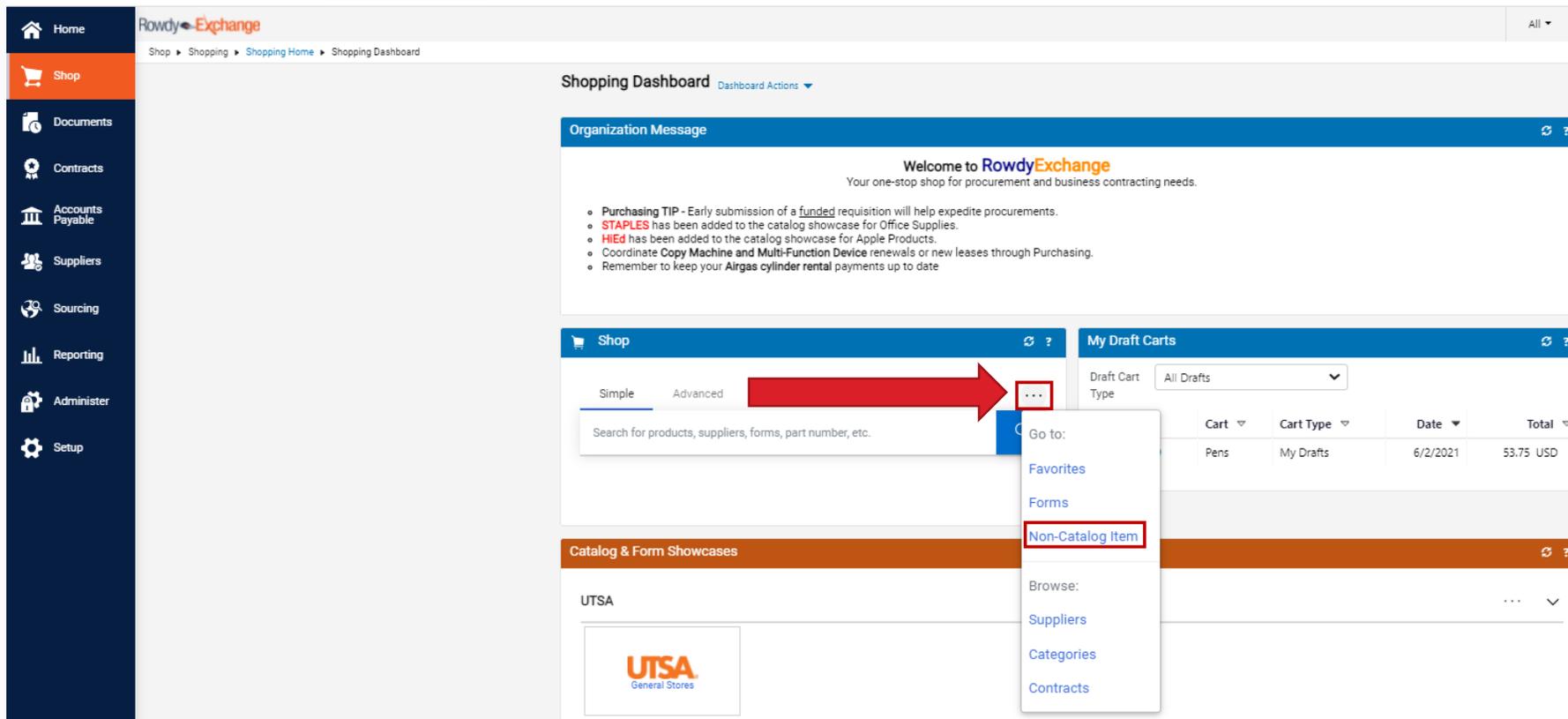


# New User Experience Navigation



# Home Page Navigation

Click the ellipsis (. . .) to view **Go to** options.



Example:  
Go to **Non-Catalog item** or browse **Suppliers**

# Modify/Edit Document

The pencil icon allows editing in each section.

**Accounting Codes** 

**Codes Added Here Will Be Applied to All Lines**

Account	Speed Chart	GL Unit	Fund	Department	Cost Center	Function	Program	PC Business Unit	Project-Activity
63009 Consumable Supplies Fabric	DXM033 PURCH DISTR SERV OPS INST	UTSA1	3105 DES Designated Tuition	BAA004 PURCHASING DEPARTMENT	DXM033 PURCH DISTR SERV OPS INST	700 Institutional Support	<i>no value</i>	<i>no value</i>	<i>no value</i>

**Internal Notes and Attachments** 

Internal UTSA Notes	<i>no value</i>
Internal Attachments	<a href="#">Add</a>

**External Notes and Attachments** 

Note to all Suppliers	<i>no value</i>
Attachments for all suppliers	<a href="#">Add</a>

# Document Workflow

The document status and workflow process is shown on the right.

**Requisition : 145517363**

Summary PO Preview Comments Attachments History

General	Shipping	Billing
<b>Cart Name</b>	<b>Ship To</b>	<b>Bill To</b>
Description <i>no value</i>	The University of Texas at San Antonio One UTSA Circle Central Receiving San Antonio, TX 78249 United States	UTSA Disbursements and Travel Services One UTSA Circle San Antonio, TX 78249 United States
Prepared by		
Department		
Prepared for	Ship Via <b>Best Carrier-Best Way</b>	
PO Clauses <a href="#">1 Edit   View details</a>	Requested Delivery Date <i>no value</i>	
Purchasing Business Unit <b>UTSA1</b> UTSA		
Next Fiscal Year <b>×</b>		
Purchasing Review Required <b>×</b>		
COVID-19 Related Purchase <b>×</b>		
<b>Department Contact Information</b>		
Department Contact Name		
Department Contact Email		
Department Contact Phone		

**Draft**

Total (120.00 USD)

Subtotal 120.00

120.00

**Submit Requisition**

Assign Cart

**What's next for my order?**

Next Step Wait for Initial PR Validation

Approvers There are no approvers

Workflow  Show skipped steps

- Draft** Active Jeffrey
- Parallel Steps** Click to view
- Cost Center Approval** Future
- Parallel Steps** Click to view

# Document Action Items

## Drop-down Menu for Document Actions

The screenshot displays a web interface for a purchase order document. At the top left, there is a navigation sidebar with icons for home, shopping cart, document, and other functions. The main header shows the document title "Purchase Order" with a dropdown arrow, followed by "PO0096044 Revision 0". Below the header, there are tabs for "Shipments", "Receipts", "Vouchers", "Comments", "Attachments" (with a count of 4), and "History". The main content area is divided into sections: "Shipping Information", "Billing/Payment", "Delivery Options", and "Billing Options". A dropdown menu is open over the "Purchase Order" title, listing several actions: "Add Comment", "Add Notes to History", "Cancel PO", "Finalize Revision", "Create Quantity Receipt", "Print Fax Version" (highlighted with a red box), "Close PO", "Add Non-Catalog Item", and "Resend to Supplier".

**Shipping Information**

Ship To  
The University of Texas at San Antonio  
One UTSA Circle  
Central Receiving  
San Antonio, TX 78249  
United States

ShipTo Address Code CR10104

**Billing/Payment**

Bill To  
UTSA  
Disbursements and Travel Services  
One UTSA Circle  
San Antonio, TX 78249  
United States

BillTo Address Code U21216

**Delivery Options**

Ship Via Best Carrier-Best Way  
Requested Delivery Date no value

**Billing Options**

Payment Terms 0% 0, Net 30  
F.O.B. Destination

Total 85.00  
Requisition Number 144815900 view | print  
PO Clauses 3 Edit | View details  
Purchasing Business Unit UTSA1