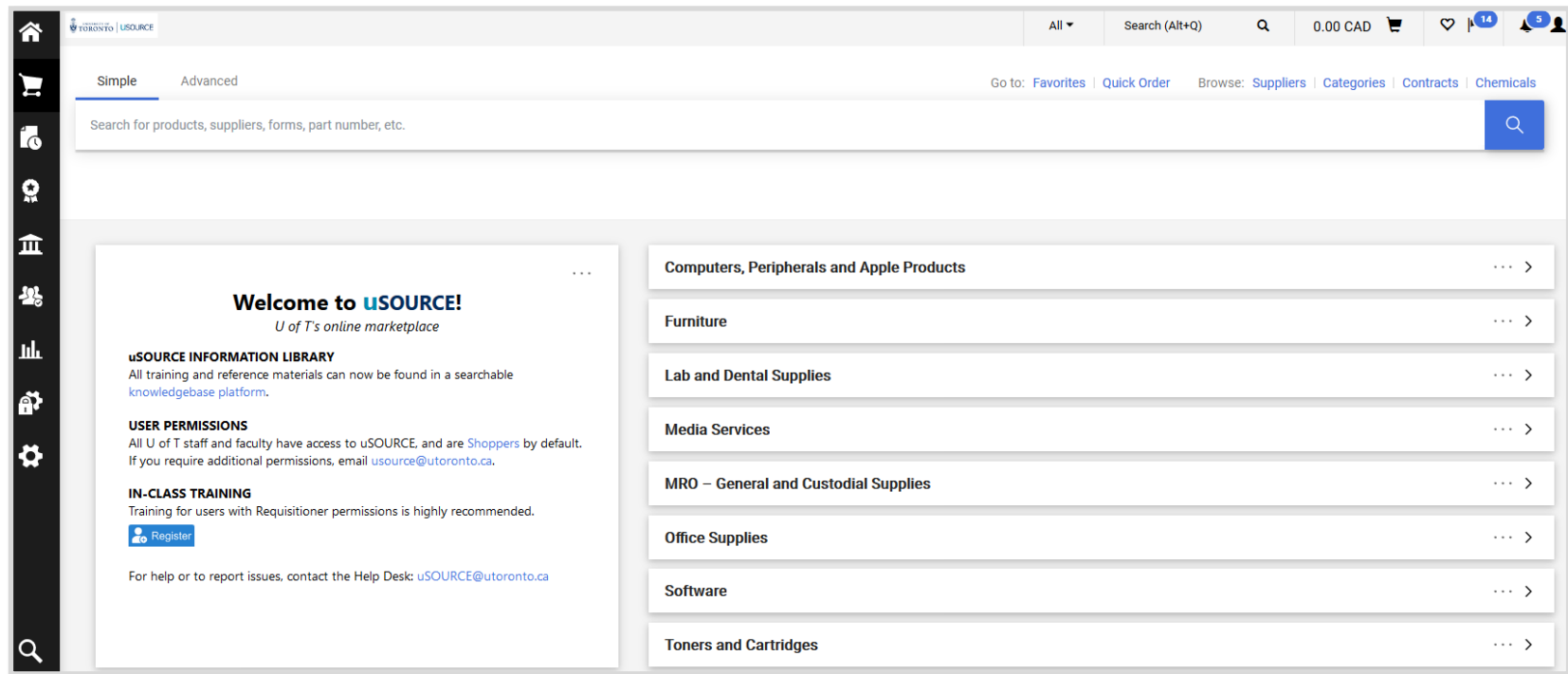


New User Experience (UX)

Key changes to uSOURCE

Shopping, Checkout, Approving, and Invoice screens



Shopping (Hosted & Level II Catalogues)

For Hosted, Level II & Level II Live Price, the shopping experience has some notable differences:

The screenshot shows the uSOURCE shopping interface. At the top, there is a navigation bar with a home icon, the uSOURCE logo, and a search bar. Below the search bar, there are tabs for 'Simple' and 'Advanced' search, and a 'Go to:' section with links for 'Favorites', 'Forms', 'Quick Order', 'Browse: Suppliers', 'Categories', 'Contracts', and 'Chemicals'. A search bar contains the text 'Search for products, forms, etc.' with a magnifying glass icon. Below the search bar, there is a 'Search Results: 75' section. On the left, there are filter sections for 'By Product Flag' and 'By Supplier'. The main content area displays two product listings for 'LAPTOP/CHROMEBOOK SLEEVES BLAC'. The first listing is for 'Grand & Toy' with Part Number IM73155U and System Packaging EA. The second listing is for 'Grand & Toy' with Part Number IM73156U and System Packaging EA. A red box highlights the search bar with the text 'Enter search criteria'. Another red box highlights the 'Add To Cart' button with the text 'Click for more options'. A third red box highlights the product title 'LAPTOP/CHROMEBOOK SLEEVES BLAC' with the text 'Click for item details'. A dropdown menu is open next to the 'Add To Cart' button, showing options: 'Add and checkout', 'Add to Draft Cart or Pending PR/PO', and 'Supplier Site'.

Search for products, forms, etc.

Search Results: 75

By Product Flag

- Green (1)

By Supplier

- Grand & Toy (49)
- Corporate Express Canada, Limited (15)
- Fastenal (6)
- CDWG (3)
- Bio-Rad Canada (2)

LAPTOP/CHROMEBOOK SLEEVES BLAC

Grand & Toy

Part Number IM73155U

System Packaging EA

Mfg. Name INGRAM MICRO INC. (CANADA)

Mfg. Part No. B2B064-C00

20.83

1 Add To Cart

LAPTOP/CHROMEBOOK SLEEVES BLAC KCASE

Sorry, image not available. Désolé, aucune image n'est disponible

Grand & Toy

Part Number IM73156U

System Packaging EA

Mfg. Name INGRAM MICRO (CANADA)

Mfg. Part No. 73156U

COMPAR

Enter search criteria

Click for more options

Click for item details

Add and checkout

Add to Draft Cart or Pending PR/PO

Supplier Site

Shopping (Hosted & Level II Catalogues)


The screenshot shows the uSOURCE shopping interface. At the top, there is a navigation bar with the University of Toronto logo and 'USOURCE' text. A search bar contains '2021-05-17 requester5 02'. Below the search bar, the 'Shopping Cart' is displayed with a dropdown menu. The dropdown menu includes options: 'Empty Cart', 'Create New Cart', 'Share Cart With', and 'View cart history'. A red box highlights the 'Shopping Cart' text, and a red arrow points to it from a red box containing the text 'Click for more options'. Below the dropdown menu, there is a search bar with a magnifying glass icon. The main content area shows a summary: 'Grand & Toy · 1 Item · 20.83 CAD'. Below this, there is a section for 'SUPPLIER DETAILS' and a table of items. The table has columns: 'Item', 'Catalog No.', 'Size/Packaging', 'Unit Price', 'Quantity', and 'Ext. Price'. The first row shows an item with a quantity of 1 and an extended price of 20.83. A red box highlights the 'Quantity' input field, and a red arrow points from a red box containing the text 'Check box, then click 3 dots for more options' to the 'Quantity' field. Another red box highlights the 'Quantity' field, and a red arrow points from a red box containing the text 'Check box, then click 3 dots for more options' to the 'Quantity' field. A third red box highlights the 'Quantity' field, and a red arrow points from a red box containing the text 'Check box, then click 3 dots for more options' to the 'Quantity' field. A fourth red box highlights the 'Quantity' field, and a red arrow points from a red box containing the text 'Check box, then click 3 dots for more options' to the 'Quantity' field. A fifth red box highlights the 'Quantity' field, and a red arrow points from a red box containing the text 'Check box, then click 3 dots for more options' to the 'Quantity' field. A sixth red box highlights the 'Quantity' field, and a red arrow points from a red box containing the text 'Check box, then click 3 dots for more options' to the 'Quantity' field. A seventh red box highlights the 'Quantity' field, and a red arrow points from a red box containing the text 'Check box, then click 3 dots for more options' to the 'Quantity' field. A eighth red box highlights the 'Quantity' field, and a red arrow points from a red box containing the text 'Check box, then click 3 dots for more options' to the 'Quantity' field. A ninth red box highlights the 'Quantity' field, and a red arrow points from a red box containing the text 'Check box, then click 3 dots for more options' to the 'Quantity' field. A tenth red box highlights the 'Quantity' field, and a red arrow points from a red box containing the text 'Check box, then click 3 dots for more options' to the 'Quantity' field.

Shopping Cart ▾ 2021-05-17 requester5 02

- Empty Cart
- Create New Cart
- Share Cart With > s, forms, part number, etc.
- View cart history

Grand & Toy · 1 Item · 20.83 CAD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
 LAPTOP/CHROMEBOOK SLEEVES BLAC	IM73155 U	EA	20.83	1 EA	20.83

Requisition Checkout Screen

The screenshot displays the 'Requisition : 3270296' checkout screen. The top navigation bar includes the University of Toronto logo, 'USOURCE', a dropdown menu set to 'All', and a search bar labeled 'Search (Alt+Q)'. Below the navigation, tabs for 'Summary', 'Taxes/S&H', 'PO Preview', 'Comments', 'Attachments', and 'History' are visible. The main content area is divided into three sections: 'General', 'Shipping/Billing', and 'Notes & Attachments'. Each section has an edit icon (pencil) and a menu icon (three dots). A red box labeled 'Click to edit section' points to these icons. The 'Notes & Attachments' section also has a collapse/expand icon (chevron), with a red box labeled 'Click to collapse or expand section' pointing to it. The 'General' section contains fields for 'Cart Name' (2021-05-18 requester5 01), 'Description' (no value), and 'Prepared by' (Rachael Requester). The 'Shipping/Billing' section contains 'Ship To/Bill To Address' (ATTN: Rachael Requester, RM/Floor: 3rd floor, Phone: +1 416-978-9999, Email: rachaelreq@utoronto.ca, 215 Huron St, Huron St. 215, Toronto, ON M5S 1A2). The 'Notes & Attachments' section has a 'For Approvals:' field. At the bottom, there is an 'Account Code Assignment' section with an edit icon and a chevron icon.

Account Code Assignment

General Shipping/Billing Notes & Attachments

Edit Account Code Assignment

Account Code Assignment

Click for more options

Funds Center ★	Fund ★	Cost Center/Internal Order Type ★	Cost Center/Internal Order ★	Commitment Item Over
100935	0-None	Cost Center	10002	Search

Profile Values

- 100647 - Finance: Procurement Services
- 100654 - Fin:Financial Servic
- 100657 - Fin:Ins Risk Management
- 100935 - TEST 27MAY2020

Organization Values

Search

View CFC Approvers

What's next for my order?

Next Step: Funds Availability Wait 1

Approvers

Workflow

- Draft** (Active)
Rachael Requester
- Parallel Steps** (Click to view)
- Fund Center Approver Review** (Future)
Fund Center: 100935 \$0 - \$500.00
Amy Approver
anthony.davison@utoronto.ca
+1 416-999-9999

Click to view Approvers

Requisition Approved (PO Created)

Completed

Total (23.54 CAD)	
Subtotal	20.83
HST/GST	2.71
Shipping	0.00
Handling	0.00
	23.54

Related Documents

Purchase Order: 3710003684

What's next?

Workflow

- Submitted
17/05/2021 11:16 AM
Rachael Requester
- Parallel Steps (Click to view)
- Fund Center Approver Review (Approved)
- Parallel Steps (Click to view)
- Create PO (Completed)
- Completed** (17/05/2021 11:16 AM)

Link to PO document

PO completed with timestamp

Approving

The screenshot shows the uSOURCE requisition approval interface. At the top, the navigation bar includes the University of Toronto logo, 'USOURCE', and search and utility icons. The main content area is titled 'Requisition' with a dropdown arrow and the number '2920681'. A red box labeled 'Click for more options' points to this dropdown. A menu is open, listing actions such as 'Approve/Complete Step', 'Return to Shared Folder', 'Place on Hold', 'Return to Requisitioner', 'Forward to ...', 'Copy to New Cart', 'Add Comment', 'Add Notes to History', and 'Reject Requisition'. Below the menu, the requisition details are displayed in a table-like format with columns for 'Shipping/Billing', 'To/Bill To Address', and 'Notes & Attachments'. The 'Notes & Attachments' section is expanded to show 'For Approvals:' with 'Internal Note' (no value) and 'Internal Attachments'. On the right, a 'Pending' summary table shows a total of 8,752.30 CAD, broken down into Subtotal (7,745.40), HST/GST (1,006.90), Shipping (0.00), and Handling (0.00). At the bottom right, there are 'Approve' and 'Reject' buttons. A red box labeled 'Approve or Reject' points to these buttons.

Requisition 2920681

Click for more options

- Approve/Complete Step
- Return to Shared Folder
- Place on Hold
- Return to Requisitioner
- Forward to ...
- Copy to New Cart
- Add Comment
- Add Notes to History
- Reject Requisition

Shipping/Billing	Notes & Attachments
To/Bill To Address	For Approvals:
Address:	Internal Note
Floor: 2nd Fl	no value
Phone: +1 (416)	Internal Attachments
Address:	
Huron St	
King St. 215	
Toronto, ON M5S 1A2	
Canada	

Pending	
Total (8,752.30 CAD)	▼
Subtotal	7,745.40
HST/GST	1,006.90
Shipping	0.00
Handling	0.00
Total	8,752.30

Approve or Reject

Invoices

The screenshot displays the uSOURCE interface for a Purchase Order (PO) with ID 3710112837. The page is titled "Purchase Order" and includes a navigation bar with tabs for Status, Summary, Revisions (1), Confirmations, Shipments, Receipts, Invoices (1), Comments, Attachments, and History. A red box highlights the "Invoices" tab with the text "Click to view all Invoices". Below the navigation bar, a status message indicates the PO is in "Soft Closed" status. The "General Information" section lists details such as PO/Reference No., Revision No., Supplier Name (Fisher Scientific Company Canada), Purchase Order Date (28/04/2021), and Total (165.06). A red box highlights the "Invoices" link in the "Related Documents" section with the text "Click to open this Invoice". The "Completed" summary table shows a Total of 165.06 CAD, Subtotal of 146.07, and HST/GST of 18.99.

Purchase Order : 3710112837

0.00 CAD

14

5

Back To Results

Status Summary Revisions **1** Confirmations Shipments Receipts **Invoices 1** Comments Attachments History

i This PO is in *Soft Closed* status, awaiting payment to be released. Once payment is issued it will move to *Closed*.

General Information

PO/Reference No.	3710112837
Revision No.	0
Supplier Name	Fisher Scientific Company Canada
Purchase Order Date	28/04/2021
Total	165.06

Completed

Total (165.06 CAD)	▼
Subtotal	146.07
HST/GST	18.99
	<hr/>
	165.06

Related Documents ▼

- Requisitions: 143446994
- Invoices: S0145989

New User Experience Icons

 Display additional options available

 Edit information in a panel

 Collapse section

 Expand section



 Expand section

 Add an item to Favorites

 Item is a user's personal Favorite

 Item is a shared Favorite

 Shared cart

 or  Add item to the Compare list

 or  Item added to Compare list

 Generate a comparison

 No items selected for comparison

 Grid view for shopping search results

 Choose which item details to display on tiles in the grid view

  Show or hide sidebar

 View / Hide header & line item details, line items , or accounting codes

 View help information

Additional Resources

Information Library for step-by-step instructions, FAQs, and more:

www.procurement.utoronto.ca/information-library

uSOURCE Help Desk:

usource@utoronto.ca

416-978-2349