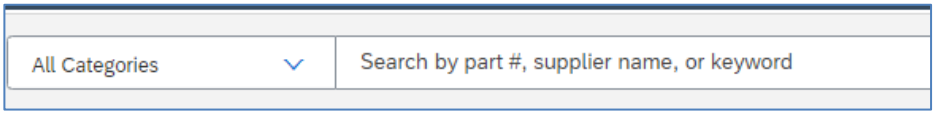
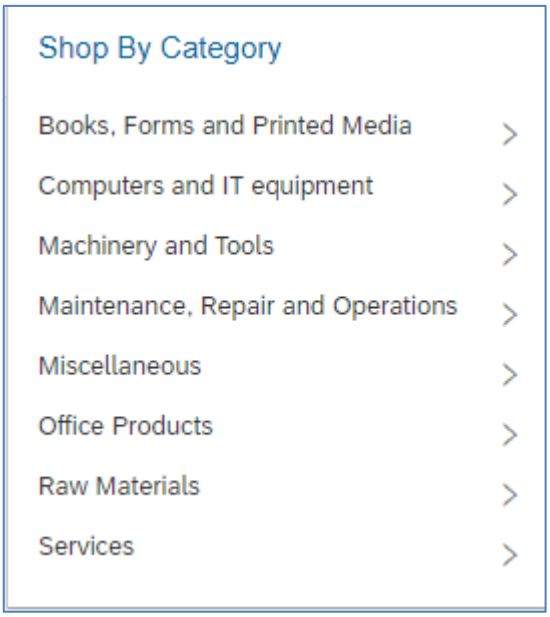
Quick Reference Card

Icons and Navigation

Listed below are common icons and navigation tools used when shopping on the Ariba Network which may be helpful to Shoppers as they search for products and create orders.

Role: Shopper	**Frequency:** As Needed

Search Bar	Located at top of Ariba landing page. Used to search for products by product #, keyword, etc. from Level 2 (L2) suppliers only within the platform. 
Category Panel	Located at top left of Ariba landing page. Used to locate products by category selections from Level 2 (L2) suppliers only within the platform. 

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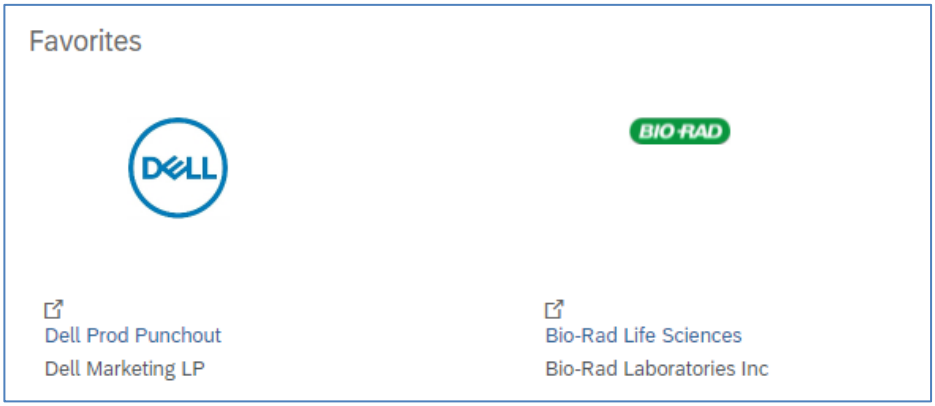
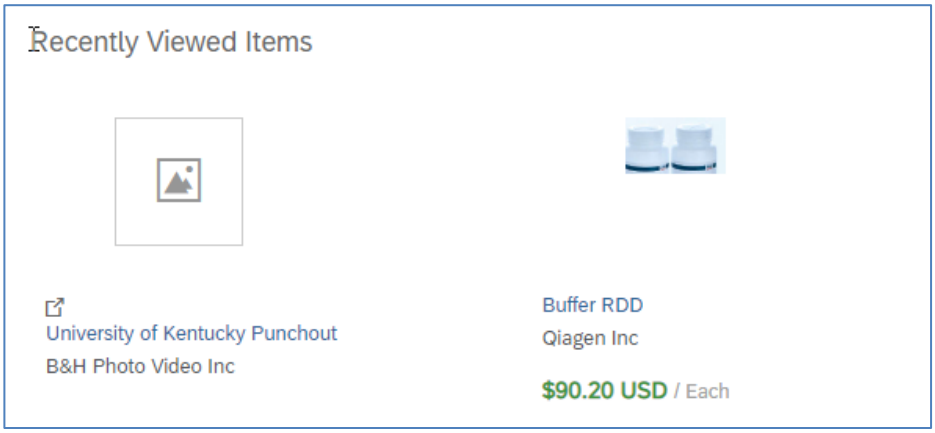
Favorites Panel	Located on Ariba landing page. Use to store Favorites of suppliers' L1 catalog tiles for easy punchout catalog access 
Recently Viewed Items Panel	Located on Ariba landing page 

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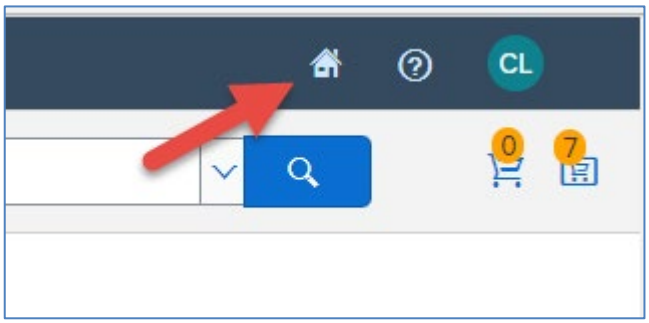
Recently Viewed Suppliers Panel	Located on Ariba landing page
Home button (1 of 2)	Located at top left of screen. One of two icons to return Shopper to Ariba landing page while on the network.
Home button (2 of 2)	Located at top right of screen. Second of two icons to return Shopper to Ariba landing page while on the network. 

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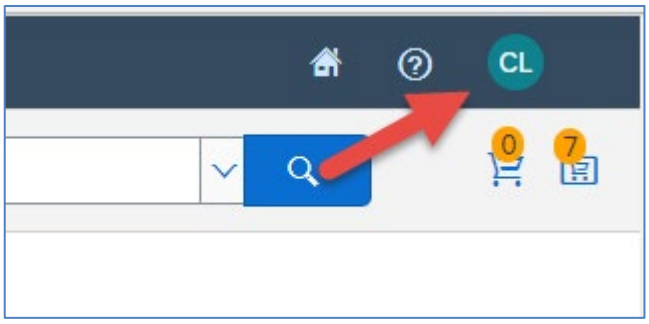
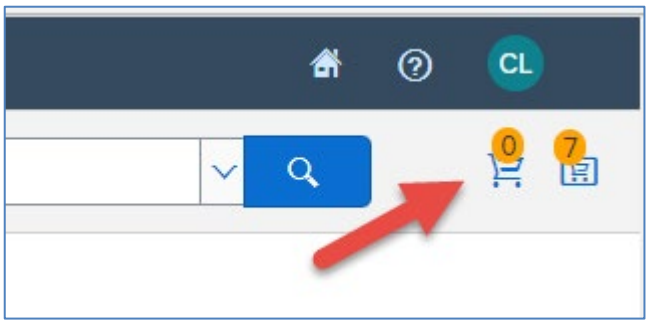
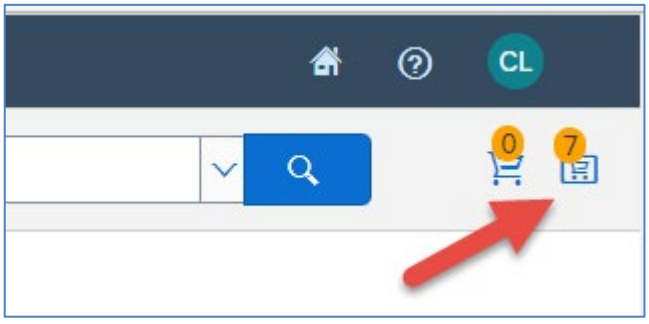
Ariba Logout icon	Located at top right of screen. Click to log out if you choose not to order items and return to SRM. 
Ariba Shopping Cart icon	Located at top right of screen. Click to access and view Ariba Shopping Cart. 
Ariba Saved Cart icon	Located at top right of screen. Click to access any Saved carts that you previously started on the network but did not finish. 

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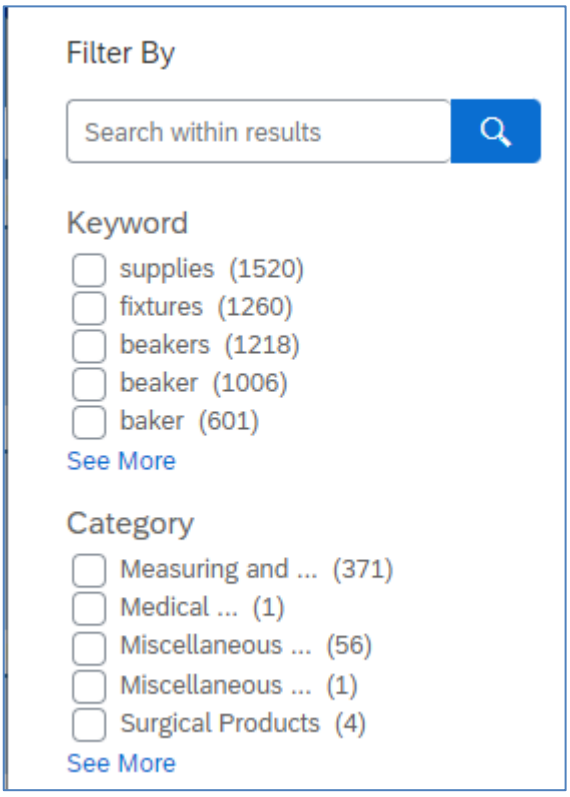
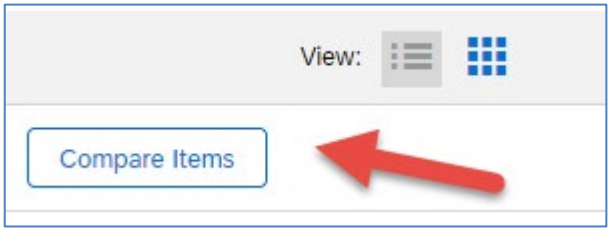
Search filters	Located on the search results page of the Ariba Network. Used for filtering product results for Level 2 (L2) suppliers only. 
Compare Items	Check up to three items within search results for Level 2 (L2) suppliers and click to compare side-by-side. 

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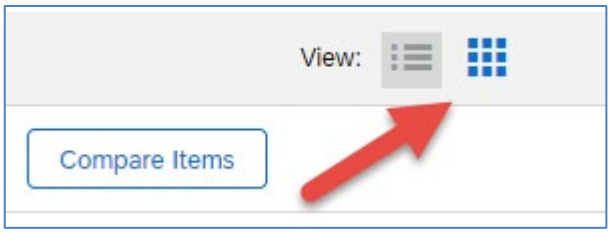
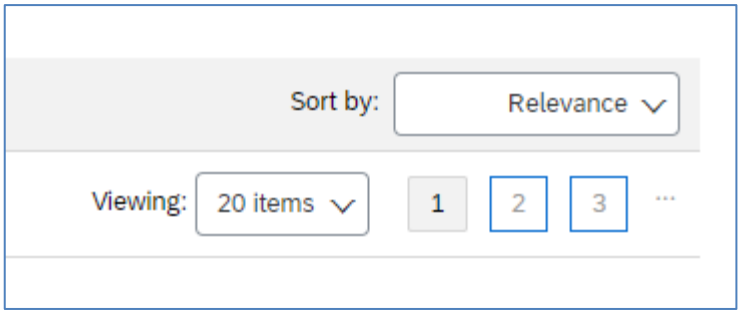
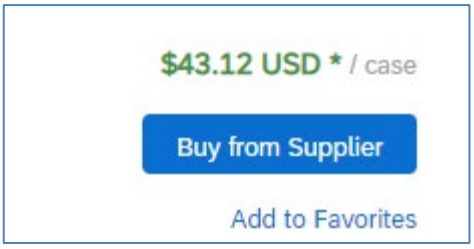
Adjust search results view – List vs Grid	Found within search results screen. Shoppers can see search results for Level 2 (L2) suppliers in a list or grid format. 
Tools to adjust/view search results	Found within search results screen. Shoppers can adjust how they view search results by number of items, relevance, etc. 
Buy from Supplier button	Found within search results screen for Level 2 (L2) supplier items. Click Buy from Supplier to navigate to supplier's e-catalog to place items into cart. Used by select L2 suppliers. 

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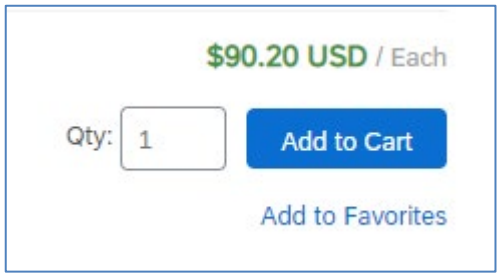
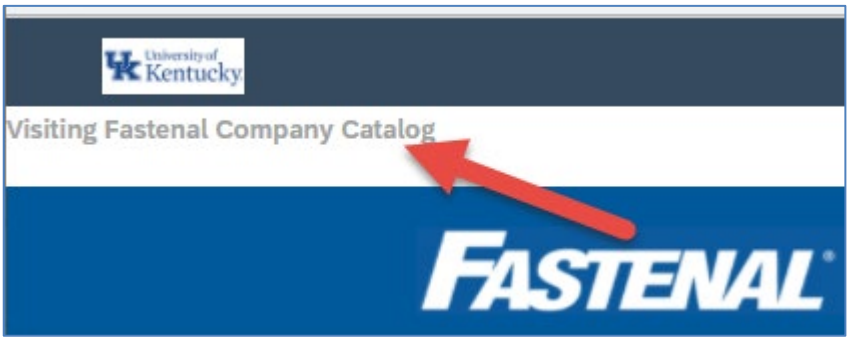
Add to Cart button	Found within search results screen for Level 2 (L2) supplier items. Click Add to Cart to immediately place item into cart from within search results. Used by select L2 suppliers. 
Ariba Frame on an L1 catalog	Confirms to Shopper they are currently shopping within a Level 1 (L1) catalog and still embedded within the Ariba Network frame. 
Ariba Close and Return from L1 Catalog	Shopper will see this at the top right of the screen when navigating a Level 1 (L1) catalog. Click to close if you choose not to make a purchase on a specific catalog and return to the Ariba Network.

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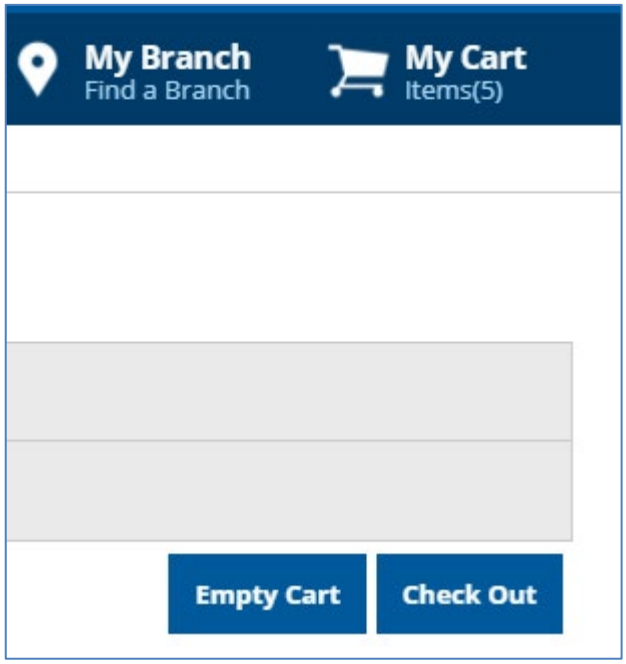
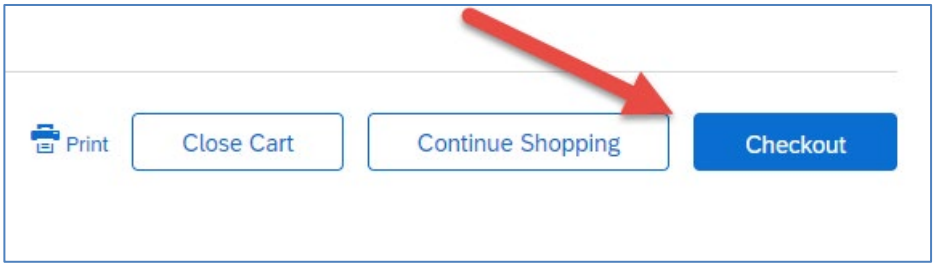
Typical Cart Checkout from L1 catalog	Although they will vary by supplier, typical Shopping Cart, Checkout buttons, and other navigational tools found when shopping on Level 1 (L1) catalogs. 
Ariba Cart and Checkout	Located on the Ariba Network to complete final checkout and return needed items to SRM. 

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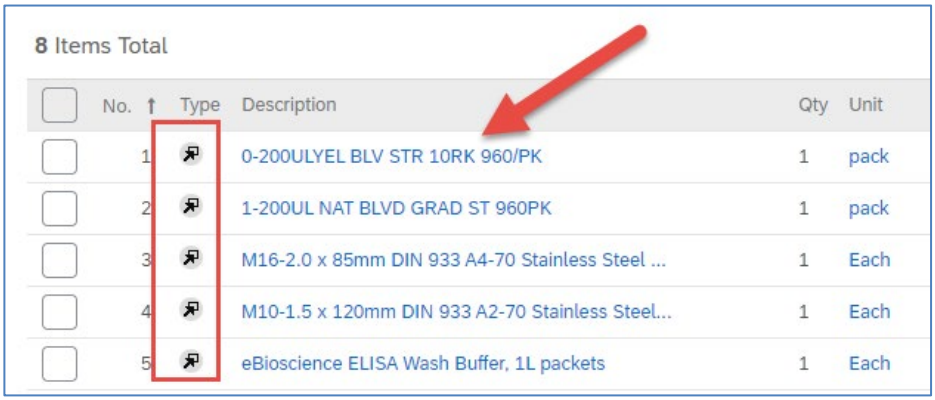
Edit Items at Checkout from an L1 catalog	If needed, Shoppers can edit items from a Level 1 (L1) catalog when they are back within the Ariba checkout page. By clicking into the item from an L1 e-catalog purchase, you will navigate back to the original L1 e-catalog to make the edit and checkout again back to Ariba with the update(s).