

RIAS Procure-to-Pay Notification#2 for November 9,2005
DESCRIPTION: IP Home Page Customization

In order to facilitate purchasing from RU Internal Suppliers and RU Exchange suppliers, several enhancements are being made to the IP Home Page . The changes require a 2 step process that will be implemented during the evening and overnight hours of November 9 , 2005.

- "My Favorite Store" will be renamed to "RU Internal Suppliers"
- Tips will be included for searching for RU Internal Suppliers and Items
- "Other Stores" will be renamed to "RU Exchange Suppliers"
- **Note:** An updated list of all "**Currently Active**" [IPO Suppliers](#) and [Contract Blanket Agreement Suppliers](#) is available on the [RIAS](#) website. The Internal Item number for these suppliers are included in these lists.
- An [IPO Shopping Instructions \(.doc\)](#) procedure link is also available on the [RIAS](#) website.

Screen shots of 'before' and 'after' are provided for reference. We hope you find this change a positive one and as always, thank you for your support of Procure to Pay.

Before "Shop" area screen shot

The screenshot shows a web page titled "Shop". On the right side, there is a yellow box containing the text "questions" and a blue checkmark next to the text "Link to Purchasing". Below the "Shop" title, there is a section titled "RU Internal and Contract Blanket Agreement Suppliers". Under this section, there is a search prompt: "Type in a key word for 'Item Description' or 'Item Number' or 'Supplier'", followed by a search field with the text "Search :", a text input box, and a "Go" button. Below the search section, there is another section titled "RU Exchange Suppliers". Under this section, there are three links: "Exchange.Oracle.com", "Staples, Inc.", and "OfficeMax".

Welcome, Creighton Pfeifer! RU Internet Procurement

Manage Requisitions

Requisitions at a Glance

Requisition	Description	Status
You have no requisitions.		

To-Do List

Going Away? [Click here to reassign your notifications.](#)
You have no open To Do notifications.

Shop RU Internal, Exchange and Contract Blanket Agreement Suppliers

RU Internal and Contract Blanket Agreement Suppliers

Type in a key word for "Item Description" or "Item Number" or "Supplier"

Search :

RU Exchange Suppliers

Shopping Cart

Number of Lines: 0

Purchasing News

- ✓ [Check frequently asked questions](#)
- ✓ [Link to Purchasing](#)

After "Shop" area screen shot with the customization . Note, "Shop" on the blue bar has been replaced with "RU Internal and Exchange Suppliers".