



Navigating - Quick Reference

The screenshot shows the OK Corral website interface with the following callouts:

- 1. OK Corral Logo
- 2. Quick Search
- 3. My Cart
- 4. Action Items
- 5. Notifications
- 6. User Info & Profile
- 7. My Bookmarks
- 8. Home
- 9. Shop
- 10. Documents
- 11. Contracts
- 12. Accounts Payable
- 13. Suppliers
- 14. Sourcing
- 15. Reporting
- 16. Menu Search
- 17. OK Corral Message Board
- 18. Shop at the Top
- 19. Non-Catalog Item
- 20. Forms
- 21. Procurement Resources & OK Corral Support
- 22. Contracts Available to OSU and the A&M System
- 23. Punch-out Suppliers

If you have questions or need assistance, please contact Purchasing at (405) 744-5985, review our website resources at purchasing.okstate.edu/okcorral or email us at OKCorral@okstate.edu



Navigating - Quick Reference

1. OK Corral Logo	Takes you back to the home/shop page from anywhere in OK Corral.
2. Quick Search	Start a search from anyplace in OK Corral. Select a search option from the drop-down menu and enter the search criteria. Click the  button to quick search. The results are shown in the appropriate search results page.
3. My Cart	Displays the total amount of your currently active cart. Click this shortcut to view the items in your cart, as well as buttons to view your cart (View My Cart) and proceed to checkout (Checkout).
4. Action Items	Displays carts assigned to you and other items needing some sort of action on your part.
5. Notifications	Displays notifications regarding purchase orders, settlement, requisitions, and carts.
6. User Info and Profile	Displays your user name, a link to your profile, the logout link and a search help link.
7. My Bookmarks	Click this icon to view pages you have bookmarked. You can add a new bookmark by navigating to that page and clicking "Bookmark this page" in the lower right corner of the menu.
8. Home	Takes you back to the home/shop page from anywhere in OK Corral.
9. Shop	Use this icon to search for items within the OK Corral and view your carts and orders.
10. Documents	Use this icon to search for documents and view your saved searches.
11. Contracts	Use this icon to search for contracts currently enabled in the OK Corral.
12. Accounts Payable	Use this icon to search for and view receipts and invoices.
13. Suppliers	Use this icon to search for supplier information using company name or vendor number.
14. Sourcing	Use this icon to view and access your sourcing events.
15. Reporting	Generates various system wide reports.
16. Menu Search	Use this icon to search for specific functions and tasks within the OK Corral.
17. OK Corral Message Board	Provides important OK Corral information such as upcoming dates, information about new catalogs, links to training/education materials, changes in the purchasing process, and more.
18. Shop at the Top	Conduct searches for items and products within the OK Corral.
19. Non-Catalog Item	Request goods or services not found within the Preferred, Punch-Out, and Hosted Catalog suppliers.
20. Forms	Takes you to the forms section of the OK Corral.
21. Procurement Resources & OK Corral Support	Links to resources and support such as the Procurement Guidelines, How-to Guides, forms and Central Procurement staff contact information.
22. Contracts Available	Links to sites listing contracts that are available for any institution in the OSU and the A&M System to use.
23. Punch-Out Suppliers	Suppliers that provide discounted contracted pricing that you access by "punching out" to their website. You then return to OK Corral with your shopped items intact.