

	Add Filter: Click on the icon to select filters to refine your search results.
	Remove Filter: Click on the icon to edit or remove filter options to expand your search results.
	External Link: Indicates there is a link to an external website.
	Attachment: Indicates that there is an attachment to the document.
	Quick View: Click the icon to preview the document.
	Search: Click on the icon for optional search criteria.
	Non-Catalog: Represents a non-catalog supplier.
	Punch-Out: Represents a punch-out supplier or punch-out catalog product.
	Hosted Catalog: Represents a hosted catalog supplier.
	Non-Catalog Item: Indicates that the item is non-catalog.
	Form: Indicates that the item is a form. Click on the icon to view the form.
	Catalog Graphic: An image of the catalog item is available. Click the item to see the details and the image.
	Approved/Completed: Indicates that a step has been approved or completed. It can also mean Yes.
	Resubmitted: A Requisition that was previously submitted to an approver and was returned and has been resubmitted.
	Pending: Indicates that a step is pending and not completed.
	Partial Pending: Pending but with line items rejected.
	Rejected: The document or item has been rejected. It can also mean No.
	Withdrawn: Requisition that have been withdrawn from an approval. Withdrawn Requisitions cannot be edited and returned to an active status.
	Two-Way Match (green): Purchase Order and Voucher are matched.

	Unmatched (red): Unmatched Voucher and Purchase Order with two-way match required.
	Cancelled: Indicates cancelled line on a Purchase Order.
	Partially Approved: Approved but with line items rejected.
	Closed: Purchase Order is in Closed status.
	Attention Required: Warning status requires attention.
	bluCard: Represents bluCard tracking.
	Active Cart: Draft cart, active cart selected.
	Draft Cart: Draft cart, click to select as active cart.
	Calendar: Click on the icon to choose a date from a calendar.
	Controlled Substance: Products that are addictive drugs or can be used in manufacturing addictive drugs.
	Energy Star: Products certified with the Energy Star qualification.
	Hazardous Material: Items designated as a hazardous material.
	Recycled: Environmentally friendly products.
	Toxin: Products that are toxic to various biological processes and are used to study specific cell processes such as signal transduction mechanisms.
	EHS Review: EHS Review flag should be used for any toxic gasses, hazardous materials or radioactive products which require review by EHS.
	Green: Green product or service that is both environmentally and socially responsible.
	Radioactive: Products whose radioactivity is high enough that its usage is governed by NRC regulations.
	Biological Hazard: Product may contain biological substances that pose a threat to living organisms (including select agents and toxins).

	<p>Home: Click on the icon to return to the BearBuy Home/Shop page.</p>
	<p>Shop: Shopping menu and tasks including shopping page, forms, carts and orders.</p>
	<p>Orders and Documents: Menu for Document Search and My Approvals sub-menu.</p>
	<p>Catalogs and Contracts: Menu for Contract Management, hosted catalog content, pricing and configuration.</p>
	<p>Accounts Payable: Menu for Accounts Payable Dashboard, Invoices and Receipts.</p>
	<p>Supplier Management: Menu Supplier Management.</p>
	<p>Menu Search: Keyword search with clickable results.</p>
	<p>Quick Search: Click to access the Quick Search Menu.</p>
	<p>Bookmark: Click on the icon to view or edit your bookmarks and to create a new bookmark.</p>