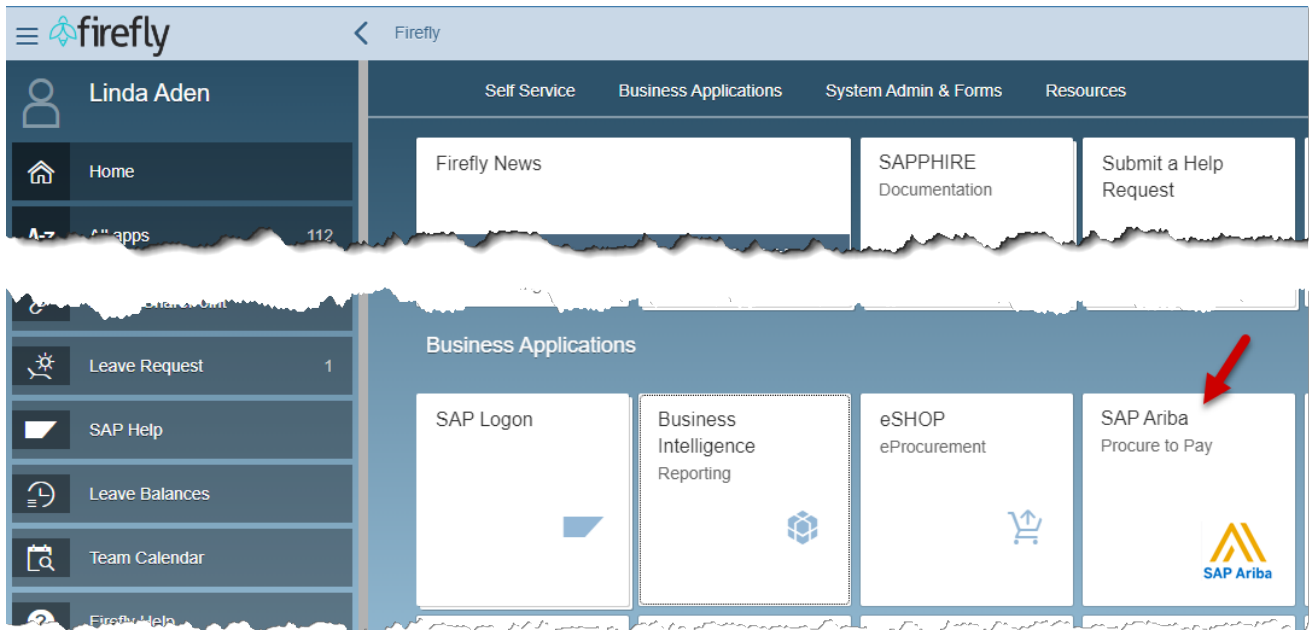# Classic UI Basic Navigation

PURPOSE

This Quick Reference Guide (QRG) is designed to show the basic navigation in the classic user interface (UI) in SAP Ariba.
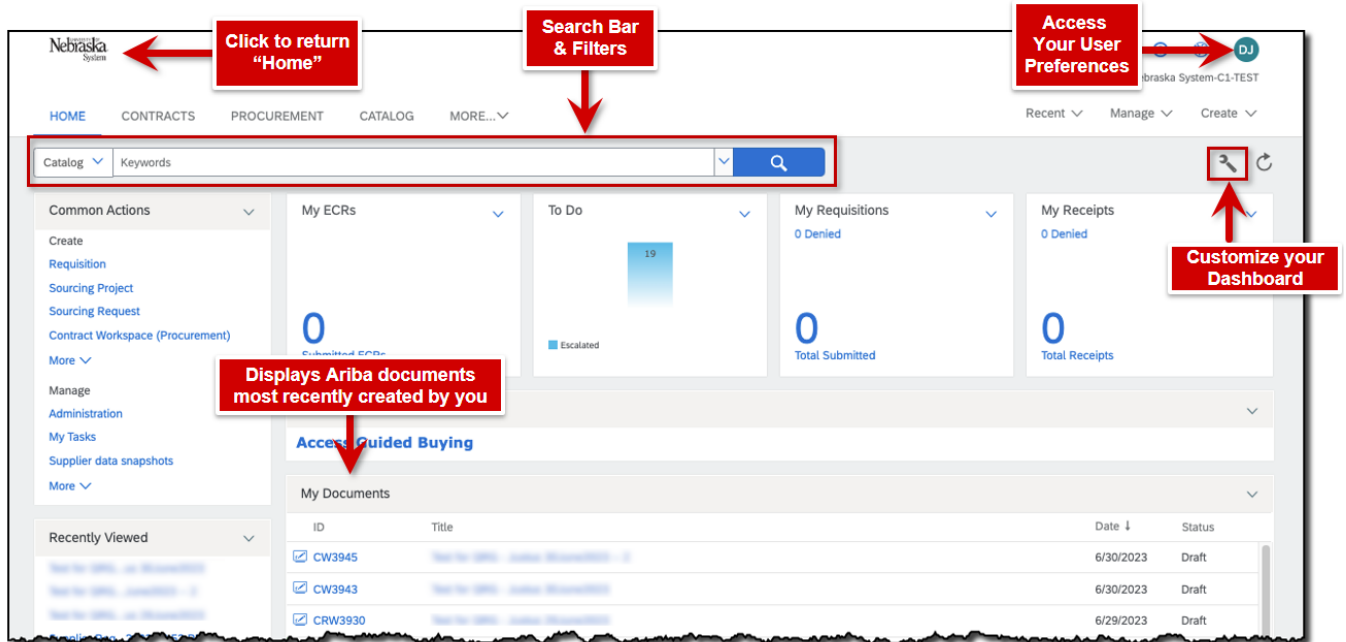
PROCEDURE

1. Access SAP Ariba by clicking the **SAP Ariba – Procure to Pay** tile in Firefly. The Guided Buying interface opens.

2. The main functions in the class UI are detailed below:

Function	Description
NU logo	Clicking the logo will always return you to this main page.
Search field	Enter a search term and click the magnifying glass or **Enter** on your keyboard
User icon	Click to access user profile settings
Wrench icon	Click to customize your dashboard
My Documents	Displays Ariba documents recently created by you. Clicking **View All** displays document types to select:

3. Many functions can be found in both the dropdown menus at the top right of the page as well as in the left-hand navigation.