10.3 Release Upgrades – User Information

General availability - Noon on Sunday, November 7, 2010

Supported Browsers

• SciQuest will no longer support Internet Explorer 6.

Shopping Cart and Checkout Enhancements

- New Shopping Cart Experience
 - The workflow navigation at the top of the shopping cart screen has been replaced by the checkout step navigation bar displayed after clicking on Proceed to Checkout button.

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• Only errors relating to the shopping cart will display in the cart.



• The ability to search for additional items is available at the top of the shopping cart via the Continue Shopping link. This link will direct user back to the home/shop page.

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• The subtotal for the order will appear at the top of the Cart page.

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• User will begin the check process by selecting the checkout button at the top or bottom of the Cart page.

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- Improved Checkout Process
 - A visual navigation along the top right of the screen will direct users through the checkout process. Users will be able to easily identify where they are in the checkout process and can view the necessary steps to complete the order.

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• Improved error handling by allowing user to more intuitively and easily fix required fields. Click on error box.

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• The requisition document has been updated with edit buttons versus edit text links.



• A new link called "show monetary calculations" is available in the account split edit overlay that displays a calculated monetary value for each % value entered by the user.

Split	Total 0%	add split	
recalculate / validate values	show monetary calculations		

 An Attachments tab has been added to the requisition document. All attachments to the requisition document are now tracked on this tab along with the number of attachments.

Summary General	Shipping Billing Account	nting Codes	Supplier Info Teor	##/55H			(A) /
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o The Comments tab will now track the number of comments added to the requisition.

Requisition Red Apor	deals PO Preview Comments (2)	Attachmen	da (15 History				
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 The order confirmation page has been updated with a printer friendly quick view of the requisition summary.



Congratulations! You have successfully submitted your request. If you need to view or print a copy, click Quick View 🖹 or view its status on the Approvals Tab.

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition Information

Requisition number	464687 view
Requisition status	Pending
Cart name	2010-10-29 lquick 02
Requisition date	11/1/2010
Requisition total	1.00 USD
Number of line items	1

What would you like to do next? Here are links to some common actions.

- Search for another item
- View order history
- Check the status of an order
- Return to your home page
- Create new draft cart

General and Spend Director

- Increased Font Size throughout the Application
 - User can select from three font sizes (small, medium, large) for a personal setting. Default is Medium. *Profile> User settings > personal settings.*

User Identification Pe	rsonal Settings Roler Department Per	rmiasure Email Preferences Neugation Selas	,
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- Preview Requisition and Purchase Order in Search Results
 - Ability to quickly view a summary of the document without having to leave the search results.
 - Click on Quick View icon.

			history			
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1	455354 (2)	HWI Veterinary Supply Ind/Securos	2010-10-14 louick 01	Quick, Lourt	10/14/2010 11/23 AM	240.85 USD

• Quick View screen.

Requisition Quick View - 462326

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•	General			Shij	oping				Billing	
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- Click on Close to return to Search Results.
- Copy Favorites from One User to Another
 - User can request that his/her personal favorites be copied to another user through the AITS Service Desk.
 - This functionality does not replace Shared Folders.

- Approval Rejections (Approvers Only)
 - Approvers now have the ability to reject *all* lines of a requisition in one single action rather than line by line. *Note: Do not use this command if you are attempting to reject a specific line item on the requisition.*

Add Non-Eatain	g Item.			Available Actions/Opt	Ine Approve/Complete Step	•
Requisition Ret op	provals [PD-Presiess] Comments (2) [Attectment	ts (1) Austorn			Place Requisition on Hold Return In Semicological	
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- Updated User Interface for "Edit PO Clauses" and "PO Clause Assignment" (*Buyers Only*)
 - Assigning and editing PO Clauses have been updated throughout the application to be more streamlined and user friendly.

	Edit PO Clauses		?
	Inherited PO Clauses		
Clause No	Clause Name	Clause Text	
	No inherited clauses		
Add Clauses For Selected PO Clauses: Manually Assigned PO Clauses			
Clause No	Clause Name	Clause Text	Sele
Clause No There	Clause Name are no PO clauses associated with	Clause Text this contract.	Sele
Clause No There	Clause Name are no PO clauses associated with For Selected PO Cl	Clause Text this contract.	Sele

• There is no longer a separate pop-up window to "Add Clauses." *Old screen*.

All active PO Clauses are now displayed on the Edit PO Clauses window. New screen. Edit PO Clauses

				•
	Inherited PO Clauses	?		
Clause No	Clause Name	Clause Text		
	No organization defaults assigned			
			:	

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Assign PO Clauses					
		Select:	All, None		
Clause No	Clause Name	Clause Text	Assigned		
A1	Legal Status	By Acceptance of this Purchase Order, the contractor certifies that it has provided the University a [show more]			
A2	Attachments	Attachments Enclosed.			
A3	Attachments - prepared	Vendor Note: If there is a vendor prepared listing of products, vendor should use that listing rath [show more]			
A4	Approved	Review and Approved.			
A5	PO # Changes	The purchase order number issued by the University's financial system will be changed each fiscal ye [show more]			
C1	Animals	Live delivery to be guaranteed by the vendor. Animals arriving dead or in visibly poor health must $\dots \ [{\tt show more}]$			
C10	Copier-Main	Furnish full service maintenance for the attached photocopier including specifications, and terms an [show more]			
C11	Copier-Rental	Furnish and install rental Photocopier including the attached specifications, and terms and conditio [show more]			
C12	Dry Ice	Furnish and deliver dry ice to the above department and location in quantities and on delivery days [show more]			
C13	Fossil Fuels-Fuels	Furnish fuels as requested by authorized personnel. Subject to University of Illinois specification [show more]			
C14	Fossil Fuels-Gasoline	NOTE TO VENDOR: The original copy of all invoices for gasoline and diesel fuel must be marked paid a [show more]			
C15	Fossil Fuels-LPG	Bulk gas deliveries shall be made into containers through Neptune Print-O-Meters or equal, with temp [show more]			
C16	Furniture-Attachments	Vendor Note: Manufacturer order entry should use the attached listing rather than the brief summary [show more]			
C17	Furniture-Measurements	Suppliers are to confirm that the physical dimensions and utilities of the rooms are compatible with $[{\tt show more}]$			
C18	Furniture-Surplus Property	This order is not valid for furniture as defined in the Illinois Property Control Act 30 ILCS 605/7a [show more]			
C10		enable induced and the second construction to attract of the	-		
		Save Close			