

11.1 Release Upgrades – User Information

General availability – Noon on Sunday, March 28, 2011

Edit Commodity Code for Multiple Lines - This new functionality allows the user to enter a commodity code for multiple lines at one time.

1. Select line items by checking Ext. Price (for all line items) or check box for specific line items.

Cart - Draft Requisition | 2011-03-18 lquick 11 | 10 item(s), 165.00 USD

Search for Requisition No. [] Go

home/shop | favorites | **carts** | approvals | history | settlement | profile | more >>

active cart | draft carts | favorites | my requisitions

Please address the issue(s) listed below before submitting the cart.

- The form "Box lunches for office meeting" is incomplete or has errors. Open the form and correct the errors.
- The form "Cookies for Vendor Showcase" is incomplete or has errors. Open the form and correct the errors.

You need to be aware of the following issue(s), but it will not prevent you from submitting your request.

- Empty field: Commodity Code (Line 1)
- Empty field: Commodity Code (Line 2)

10 Item(s) for a total of **165.00 USD**

Shopping Cart | **Proceed to Checkout**

Add Non-Catalog Item | **Save**

Cart Name: 2011-03-18 lquick 11
 Description: []
 Priority: Normal

Supplier / Line Item Details

5 B's Catering Service TERM
 Business-Purchases 10
 PO Box 365, Waterman, IL 60556 US

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | <input type="checkbox"/> |
|---|------------|------------------|------------|----------|-------------------|-------------------------------------|
| 1 Box lunches for office meeting The form is incomplete or has errors. Open the form and correct the errors. | 1234 | 1/EA | 15.00 | 5 EA | 75.00 USD | <input checked="" type="checkbox"/> |
| 2 Cookies for Vendor Showcase The form is incomplete or has errors. Open the form and correct the errors. | 5678 | 1/DZ | 18.00 | 5 DZ | 90.00 USD | <input checked="" type="checkbox"/> |
| Supplier subtotal | | | | | 165.00 USD | |

Note: Any shipping and handling charges to the University must be based on and consistent with any Bid, RFP, customary practice and/or contract terms in effect with your business entity. If no such terms are currently in place with your business, any shipping and handling charges should be based on the standard mode of shipment for the items ordered. The values shown here are for estimation.

Subtotal: **165.00**
 Shipping: 0.00

2. Select Change Commodity Code from Available Actions/Options. Click Go.

Please address the issue(s) listed below before submitting the cart.

- The form "Box lunches for office meeting" is incomplete or has errors. Open the form and correct the errors.
- The form "Cookies for Vendor Showcase" is incomplete or has errors. Open the form and correct the errors.

You need to be aware of the following issue(s), but it will not prevent you from submitting your request.

- Empty field: Commodity Code (Line 1)
- Empty field: Commodity Code (Line 2)

10 Item(s) for a total of **165.00 USD**

Shopping Cart

5 B's Catering Service TERM
 Business-Purchases 10
 PO Box 365, Waterman, IL 60556 US

| Product Description | Catalog No | Size / Packaging | Unit | Price | Quantity | Total |
|---|------------|------------------|------|-------|----------|-------------------|
| Box lunches for office meeting The form is incomplete or has errors. Open the form and correct the errors. | 1234 | 1/EA | | | | |
| Cookies for Vendor Showcase The form is incomplete or has errors. Open the form and correct the errors. | 5678 | 1/DZ | | 18.00 | 5 DZ | 90.00 USD |
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Note: Any shipping and handling charges to the University must be based on and consistent with any Bid, RFP, customary practice and/or contract terms in effect with your business entity. If no such terms are currently in place with your business, any shipping and handling charges should be based on the standard mode of shipment for the items ordered. The values shown here are for estimation.

3. Enter Commodity Code. Click Save.

Change Commodity Code

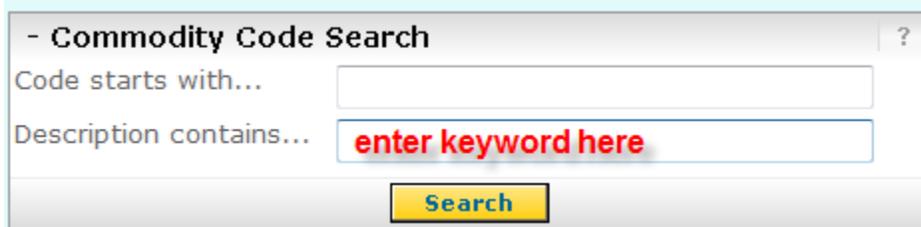
Commodity Code

Save **Cancel**

4. If user does not know commodity code, follow steps 4a through 4d.
 - a. Click magnifying glass icon.



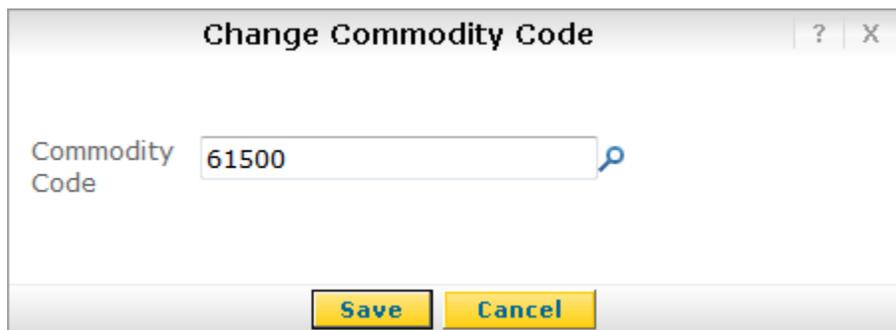
- b. Enter keyword to search and click Search.



- c. Click Select for appropriate commodity code from results screen.

| Code ▲ | Description ▲ | |
|--------|---|------------------------|
| 163100 | Office Furniture | select |
| 42500 | FURNITURE: OFFICE | select |
| 60000 | OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES | select |
| 61500 | Office Supplies, General | select |
| 64500 | PAPER (FOR OFFICE AND PRINT SHOP USE) | select |
| 99872 | Office Equipment (Not Copiers) | select |

- d. Click Save.



Simple Address Edit – This new functionality allows the user to update shipping information during the checkout process much easier.

1. Click Edit in the Shipping section of the cart.

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Shipping

Ship To [edit](#)

Department: 1-344
Phone: +217 (333) 2637
Attn: Lauri Quick
Location: Test Order - DO NOT FILL
OBFS UIUC Purchasing
212 Tech Plaza MC 364
616 E Green St
Champaign, IL 618205752
United States

Delivery Options [edit](#)

Expedite x
Ship Via Best Carrier-Best Way
Req Delivery *no value*

[View/edit by line item...](#)

2. User can a) edit current shipping address, b) choose an address in user's profile or c) select a new address.

Edit current shipping address... ←

[Return to Checkout](#)

Fields in **bold** are required for checkout.

| | |
|----------------|--------------------------|
| Department: | 1-344 |
| Phone: | +217 (333) 2637 |
| Attn: | Lauri Quick |
| Location: | Test Order - DO NOT FILL |
| Address Line 1 | OBFS UIUC Purchasing |
| Address Line 2 | 212 Tech Plaza MC 364 |
| Address Line 3 | 616 E Green St |
| City | Champaign |
| State | IL |
| Zip Code | 618205752 |
| Country | United States |

Save this address for future use

[Save Changes](#) [Cancel](#)

Or choose from your addresses... ←

★ 998003

1-344
+217 (333) 2637
Lauri Quick
Test Order - DO NOT FILL
OBFS UIUC Purchasing
212 Tech Plaza MC 364
616 E Green St
Champaign, IL 618205752
United States

[Use](#) [Edit](#) [Delete](#)

Your current default address

Or select a new address... ←

You can search by address nickname or use the address text field to search for any part of the address (e.g. street, building name, city).

- To edit current shipping address, change allowable fields, and click Save Changes.
Note: If user wants to save the edited shipping address, check Save this address for future use and enter a new name for this address. New shipping address will be added to user profile.

Edit current shipping address...

Fields in **bold** are required for checkout.

| | |
|-----------------------|---|
| Department: | <input type="text" value="1-344"/> |
| Phone: | <input type="text" value="+217 (333) 2637"/> |
| Attn: | <input type="text" value="Lauri Quick"/> |
| Location: | <input type="text" value="Test Order - DO NOT FILL"/> |
| Address Line 1 | OBFS UIUC Purchasing |
| Address Line 2 | 212 Tech Plaza MC 364 |
| Address Line 3 | 616 E Green St |
| City | Champaign |
| State | IL |
| Zip Code | 618205752 |
| Country | United States |

Save this address for future use

Name this address (e.g. Main St)

Check this box to make this the default address in the future.

Save Changes

Cancel

- To choose an address from user's profile, click Use.
Note: User can edit or delete an address from user profile as well.

Or choose from your addresses...

★ **998003**
 1-344
 +217 (333) 2637
 Lauri Quick
 Test Order - DO NOT FILL
 OBFS UIUC Purchasing
 212 Tech Plaza MC 364
 616 E Green St
 Champaign, IL 618205752
 United States

[Use](#) [Edit](#) [Delete](#)

Your current default address

- To select a new address, enter keyword in Address Text, and click Search. To choose new address, click Use.

Or select a new address...

You can search by address nickname or use the address text field to search for any part of the address (e.g. street, building name, city).

Nickname

Address Text

Results per Page

[Search](#)

Addresses Found: 118 ◀ Page 1 of 12 ▶

[Use](#) **111204**
 1-100
 +1 (217) 333-2637
 Lauri Quick
 [Location:]
 UofPPP
 Oak St Chiller Pl
 1308 W Green St
 Champaign, IL 61820
 United States

[Use](#) **11TEST**
 1-100
 +1 (217) 333-2637
 Lauri Quick
 [Location:]
 12345 green
 green st
 Armstron, FR
 Antigua and Barbuda

[Use](#) **120401**
 1-100
 +1 (217) 333-2637
 Lauri Quick
 [Location:]
 Engineering Manufacturing
 303 Engineerng Sci MC 272
 1308 W Green St
 Urbana, IL 618013825
 United States

Enter Location and click Use.

Note: Check Save this Address for future use if user wants to save new address in user profile.

Selected Address Details

Fields in **bold** are required for checkout.

111204

Department: 1-100

Phone: +1 (217) 333-2637

Attn: Lauri Quick

Location: field cannot be blank

Address Line 1 UoffPP
Address Line 2 Oak St Chiller Pl
Address Line 3 1308 W Green St
City Champaign
State IL
Zip Code 61820
Country United States

Save this address for future use

Use **Cancel**

6. To exit, click on Return to Checkout.

Edit current shipping address...

Fields in **bold** are required for checkout.

Department: 1-344

Phone: +217 (333) 2637

Attn: Lauri Quick

Location: Test Order - DO NOT FILL

Address Line 1 OBFS UIUC Purchasing
Address Line 2 212 Tech Plaza MC 364
Address Line 3 616 E Green St
City Champaign
State IL
Zip Code 618205752
Country United States

Save this address for future use

Save Changes **Cancel**

[Return to Checkout](#)

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