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.

\sim i	Lauri Quick	profile logout					2 20:	L1-03-18 laı	ick 11 10	item(s), 16	5.00
	Cart - Dra	ft Requisition				Search f	or Requi	sition No.	•		
home/shop	favorites	carts	approvals		history	settlement	1	profile	more	>>	•
ctive cart	draft carts favorites	my requisitions									
										④ Continue	a Shor
	 Please address the form "Box lun The form "Cookies You need to be a 	he issue(s) listed be ches for office meeting for Vendor Showcase aware of the followi	elow before sub " is incomplete or " is incomplete or ing issue(s), bu	mitting th has errors. has errors. t it will no	e cart. Open the form a Open the form ar t prevent you	nd correct the erro nd correct the erro from submitting	ors. Ø rs. Ø	equest.			
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COLORD								10 It	em(s) for a	i total of $ {f 16}$	5 .0 0
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Add Non-	Catalog Item 🔒			Sav	е						
Cart Name	2011-03-18 k	quick 11									
Description											
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Show line details						Available Act	tions/Opt	ons Add To	Favorites		-
5 B's Cater Business-Purch PO Box 365, W	ing Service TERM r nases 10 aterman, IL 60556 US	nore info				PO Number		To E	e Assigned		
Add no	n-catalog item for this sup	plier									\cap
Produc	t Description				Catalog No	Size / Pac	kaging	Unit Price	Quantity	Ext. Price	
1 Box lur	nches for office meeting 🗎 e form is incomplete or has	more info errors. Open the form	and correct the e	rrors. 🧷	1234	1/EA	4	15.00	5 EA	75.00 USD	
2 Cookie O The	s for Vendor Showcase 🖹 e form is incomplete or has	more info errors. Open the form	and correct the e	rrors. 🖉	5678	1/DZ	2	18.00	5 DZ	90.00 USD	
								Supplier sul	ototal	165.00	USD
Note: Any ship and/or contrac	ping and handling charges t terms in effect with your	to the University must r business entity. If no	be based on and such terms are c	consistent urrently in p	with any Bid, RFF lace with your be	, customary pract usiness, any shippi	tice ng and	Subtotal Shipping		165.00 0.00)

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

() i	Lauri Quick	orofile logout				27 21	011-03-18 lquick 1	1 10 item(s), 1	65.00 USC
	Cart - Drai	ft Requisition				Search for Req	uisition No. 🛛 🔻		G
home/shop	favorites	carts	approvals		history	settlement	profile	more >>	▼ A
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Show line details			Supp		tem Details		tions Change Com	odity Code	
5 B's Cater Business-Purcl PO Box 365, W Add no	fing Service TERM n hases 10 /aterman, IL 60556 US in-catalog item for this supp	nore info				PO Number	Add To Favor Remove Selec Remove All Ite Move to Anot Change Suppl	tes ted Items ems her Cart ier	
Produ	ct Description				Catalog No	Size / Packaging	Ur Add to Draft o	Jart or Pending Re vision	ب P
1 Box lu O Th	nches for office meeting 🗎 e form is incomplete or has	more info errors. Open the forr	n and correct the	errors. 🔗	1234	1/EA	Change Comm	odity Code	
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3. Enter Commodity Code. Click Save.

	Change Commodity Code	? X
Commodity Code	Save Cancel	

4. If user does not know commodity code. follow steps 4a through 4d

a.	Click magnifying glas	s icon.			
	Commodity Code	nge Commodit [,] Save C	y Code	? X	
b.	Enter keyword to sea	arch and click Search	۱.		
	- Commodity C Code starts with Description contai	ode Search	word here	?	
c.	Click Select for appro	priate commodity c	code from results screen.		
	Results per page 20 🔻		Results 6	√ Page	1 ▼ of 1 ▷ ?
	Cod	e 🔺	Descri	ption 🗠	
	163100		Office Furniture		select
	42500		FURNITURE: OFFICE		select
	60000		OFFICE MACHINES, EQU ACCESSORIES	IPMENT, AND	select
	61500		Office Supplies, General		select
	64500		PAPER (FOR OFFICE AND	PRINT SHOP USE)	select
	99872		Office Equipment (Not C	opiers)	select
	Results per page 20 🔻			₫ p.	age 1 ▼ of 1 Þ
d.	Click Save.				
	Cha	inge Commodit	y Code	? X	
	Commodity 615	00	Q		

Save

Cancel

Code

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.

	?	
Ship To		edit
Department: 1-344 Phone: +217 (333) Attn: Lauri Quick Location: Test Ord OBFS UIUC Purchas 212 Tech Plaza MC 616 E Green St Champaign, IL 6182 United States	2637 er - DO NOT FILL sing 364 205752	
Delivery Options		edit
Expedite	x	
Ship Via	Best Carrier-B	est Way
Req Delivery		
		View/edit by line item
		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.

elds in bold are	t shipping address required for checkout.	-	() Return to Checkout	
Department:	1-344			
hone:	+217 (333) 2637			
ttn:	Lauri Quick			
ocation:	Test Order - DO NOT FILL			
ddress Line 1	OBFS UIUC Purchasing			
ddress Line 2	212 Tech Plaza MC 364			
ddress Line 3	616 E Green St			
ity	Champaign			
tate	IL			
ip Code	618205752			
ountry	United States			
r choose	from your addresses.	•		
+217 (333)	2637			
Lauri Quick	DO NOT FUL			
ORES UTUC	Purchasing			
212 Tech Pla	aza MC 364			
616 E Green	1 St			
Champaign	, IL 618205752			
United State	es			
Uco Edit Dol	ota			
une per				
	lauit address			
rour current de				
)r select a	new address 🗲			

3. 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: 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 ΙL 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

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



Use Edit Delete

Oak St CHiller Pl

1308 W Green St

United States

Champaign, IL 61820

Your current default address

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

green st

Armstron, FR

Antiqua and Barbuda





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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 ? D						
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				
\square Save this address for future use					
Save Changes Cancel					

• Return to Checkout

?