

10.2 Release Upgrades – User Information

General availability – Sunday, July 25, 2010

1. Product Search – Users may notice a change in the items presented in search results. The goal is to return results that better match the user's expectations and most closely relate to the terms entered in the product search fields.
 - a. Types of searches most likely affected are part number searches, keyword searches, product size searches, and misspelled search entries.
2. Filter on multiple values in Product Search results – Users now have the ability to select multiple values for filters within the updated Filter Search box on the left side of the Product Search Results page. Users will notice an updated user interface around the Product Search filter functionality, and multiple values can be selected within the filters.



The screenshot displays the 'Results for: Everything : MIR-254BP' section. It features two main components: an 'Add Keywords' search box with a 'Go' button, and a 'Filter Results' section. The 'Filter Results' section contains three filter categories: 'By Supplier Class' with 'Contract Vendor (1)' selected, 'By Supplier' with 'Sanyo Commercial Solutions (1)' selected, and 'By Category' with 'Incubator Accessories (1)' selected. Each filter item is accompanied by a star icon for favoriting.

Results for: Everything : MIR-254BP

Add Keywords ?

Go

Filter Results ?

By Supplier Class

Contract Vendor (1) ☆

By Supplier

Sanyo Commercial Solutions (1) ☆

By Category

Incubator Accessories (1)

3. Additional Product Search filter (By Manufacturer) – Users can now filter their product search results by Manufacturer Name. This allows users to quickly find items from a specific Manufacturer.

The image shows an 'Advanced Search' form. At the top, there is a dropdown menu set to 'Everything' and a link for 'simple search...'. Below this, a section titled 'Find Results That Have:' contains two rows of input fields. The first row has 'All of These Words' and 'Supplier'. The second row has 'Part Number (SKU)' and 'Manufacturer Name', which is circled in red. Below this is another section titled 'Other Options' with fields for 'Exact Phrase', 'Any of These Words', and 'Exclude Words'. At the bottom, there is a yellow 'Search' button and a checkbox labeled 'Hide Advanced Search on search results'.

4. Change Supplier is now an action available in the Available Actions/Options drop down box in a cart.

The image displays a cart interface. At the top, there are fields for 'Cart Name' (with a 'Change Supplier' button), 'Description', and 'Priority' (set to 'Normal'). Below this is a section titled 'Supplier / Line Item Details'. It shows details for 'Agilent Technologies Incorporated' and a table of line items. The first line item is 'test' with a unit price of 25,000.00 and a quantity of 1. To the right of the table is a dropdown menu for 'Available Actions/Options'. A red arrow points to the 'Change Supplier' option in this menu. At the bottom, there is a 'Supplier subtotal' of 25,000.00 USD and a 'Total' of 25,000.00 USD. A note at the bottom states: '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 purposes, budget checking, and workflow approvals only. Shipping and handling charges should not be added to any invoice, if not applicable as noted above. Vendor shall only bill for actual additional shipping and handling charges incurred and shall provide backup documentation, if requested.'

5. Users will not be able to add external notes and external attachments on orders that are distributed cXML (electronically). This change will affect all punchout orders and some hosted orders that use cXML distribution. Users will see a warning on such orders. **Note: Users will not be able to use Shipping Code 000000 on cXML orders.**

External Notes and Attachments

The screenshot shows a window titled "External Notes and Attachments" with a help icon in the top right. It contains three sections: "Attn:", "PO Clauses", and "Attachments for all suppliers". Each section has a warning message for "McKesson Medical Surgical Inc" highlighted in a yellow box. The "Attn:" section shows "no note" and a warning: "Notes are not supported and will not be sent to the following suppliers: McKesson Medical Surgical Inc", with an "edit" button. The "PO Clauses" section shows "no clause" and a warning: "Attachments are not supported and will not be sent to the following suppliers: McKesson Medical Surgical Inc", with an "edit clauses..." button. The "Attachments for all suppliers" section shows a warning: "Attachments are not supported and will not be sent to the following suppliers: McKesson Medical Surgical Inc", with an "add attachment..." button.

External Notes and Attachments ?

Attn: no note **⚠ Notes are not supported and will not be sent to the following suppliers: McKesson Medical Surgical Inc** edit

PO Clauses no clause **⚠ Attachments are not supported and will not be sent to the following suppliers: McKesson Medical Surgical Inc** edit clauses...

Attachments for all suppliers **⚠ Attachments are not supported and will not be sent to the following suppliers: McKesson Medical Surgical Inc** add attachment...

6. Automatic Return of Requisitions - A requisition that fails Banner authorization will be returned to the user's draft carts instead of auto-reject. The user can fix the error and re-submit the order.
- a. Example errors – zero dollar line items, zero dollar orders, orders greater than \$10,000,000, mixing assets and non-assets accounts, terminated funds, mixing state funds with non-state funds



- b. The user will receive an email stating the requisition has been returned and the reason for the return.

From: OBFSBuyProductionSupport@uillinois.edu Sent: Wed 7/7/2010 4:51 PM
To: lquick@uiuc.edu
Cc:
Subject: Your requisition has been returned. Requisition#: 413465

Re: REQUISITION **RETURNED** FOR REQUISITION#: 413465 Cart Name: 2010-07-07 lquick 02 Prepared by: Lauri Quick

Dear Lauri Quick,

To modify the requisition go to the "Draft Carts", page using the URL below.

<https://usertest.sciquest.com/apps/Router/CartList?&tmstmp=1278539432225>

If you have any questions with regard to this requisition, please contact the approver who returned the requisition or your SelectSite Support Team.

Support Team Contact Information:

Thank you,
University of Illinois

~~The following notes were attached to this requisition (usertest) during the workflow process:~~
System doesn't allow orders <.01 or >\$10M or Mixed Funds