

10.3 Release Upgrades – User Information

General availability – Noon on Sunday, November 7, 2010

Supported Browsers

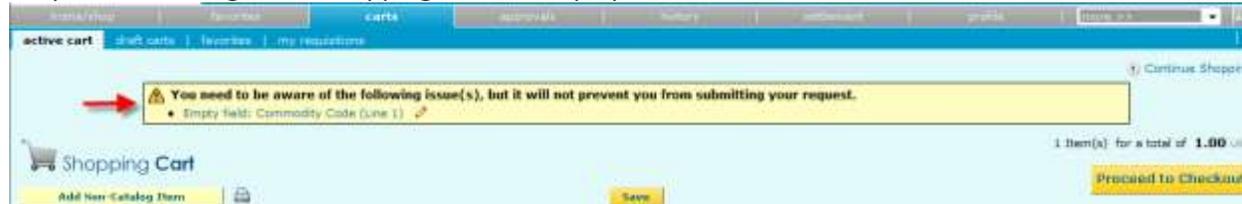
- SciQuest will no longer support Internet Explorer 6.

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 - The workflow navigation at the top of the shopping cart screen has been replaced by the checkout step navigation bar displayed after clicking on Proceed to Checkout button.



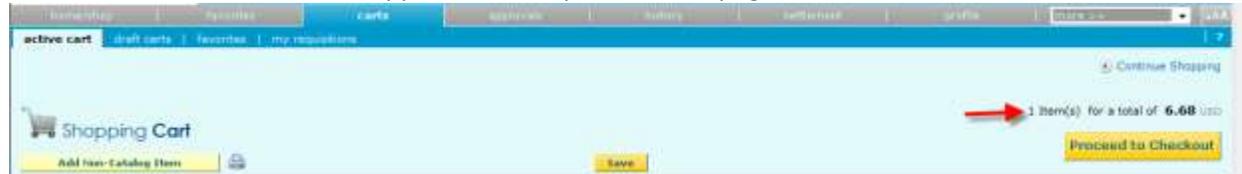
- Only errors relating to the shopping cart will display in the cart.



- 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.



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



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



- 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.



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



Correct error and click on Save.



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

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 ✘

Ship Via Best Carrier-Best Way

Req Delivery no value

View/edit by line item...

- 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.

Requisition	Req Approvals	PO Preview	Commitments	Attachments (0)	Summary
General Shipping Billing Accounting Codes Supplier Info Taxa/DSM					
hide header					
<p>Cart Name Description Priority Prepared by Ordered on Behalf of Dept Account Coder</p>	<p>General 2010-10-29 lquick 82</p>	<p>Ship To 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</p>	<p>Shipping Expedite Ship Via Req Delivery</p>	<p>Bill To University of Illinois Invoice Processing Center P.O. Box 820 Rantoul, IL 61866 United States</p>	<p>Billing Accounting Data</p>
View/edit by line item...					

- The Comments tab will now track the number of comments added to the requisition.



- The order confirmation page has been updated with a printer friendly quick view of the requisition summary.

Requisition Information

 **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.

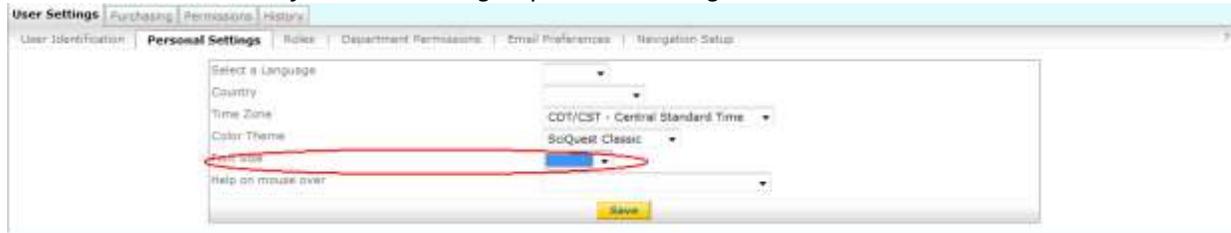
Requisition number	464687 view
Requisition status	Pending
Cart name	2010-10-29 lquick 02
Requisition date	11/1/2010
Requisition total	1.00 USD
Number of line items	1

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

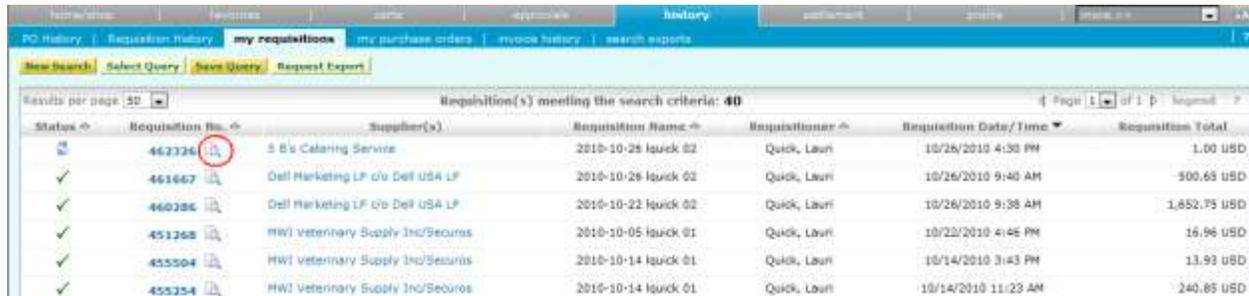
- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

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.*



- 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.



Status	Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
✓	462326	S B's Caring Service	2010-10-28 Iquick 02	Quick, Lauri	10/28/2010 4:30 PM	1.00 USD
✓	461667	Dell Marketing LP c/o Dell USA LP	2010-10-28 Iquick 02	Quick, Lauri	10/26/2010 9:40 AM	500.65 USD
✓	460286	Dell Marketing LP c/o Dell USA LP	2010-10-22 Iquick 02	Quick, Lauri	10/26/2010 9:38 AM	1,652.75 USD
✓	451268	MWI Veterinary Supply Inc/Securos	2010-10-05 Iquick 01	Quick, Lauri	10/22/2010 4:45 PM	16.96 USD
✓	455504	MWI Veterinary Supply Inc/Securos	2010-10-14 Iquick 01	Quick, Lauri	10/14/2010 3:43 PM	13.93 USD
✓	455354	MWI Veterinary Supply Inc/Securos	2010-10-14 Iquick 01	Quick, Lauri	10/14/2010 11:23 AM	240.85 USD

- Quick View screen.

Requisition Quick View - 462326

Print Close

Requisition Summary - [462326](#)

General		Shipping		Billing	
Status	Pending Departmental Approval	Ship To	Department: 1-344 Phone: +217 (333) 2637 Attn: Lauri Quick	Bill To	University of Illinois Invoice Processing Center P.O. Box 820 Rantoul, IL 61866 United States
Submitted	10/26/2010 4:30 PM		Location: Test Order - DO NOT FILL		
Cart Name	2010-10-26 lquick 02		OBFS UIUC Purchasing 212 Tech Plaza MC 364 616 E Green St Champaign, IL 618205752 United States		
Description					
Priority	Normal				
Prepared by	Lauri Quick				
Dept Account Coder	<i>no value</i>				
			Delivery Options		Credit Card Info
			Expedite X		No credit card has been assigned.
			Ship Via Best Carrier-Best Way		Billing Options
			Req Delivery		Accounting Date 11/15/2010

Accounting Codes										
Chart	Index Code	Fund	Fund - Banner	Fund Type	Organization	Organization - Banner	Account	Account - Banner	Program	Program - Banner
1	N/A	200250-1	200250-103	<i>no value</i>	344000-1	344000	127010-1	127010	344001-1	344001
University of Illinois - Urbana		Indirect Cost Recovery	Indirect Cost Recovery		Institutional Review Board	Institutional Review Board	NC Non-Electron Office Eq 500-2499	NC Non-Electron Office Eq 500-2499	IRB Expenditures	Ht Lt Pwr Utility Ba

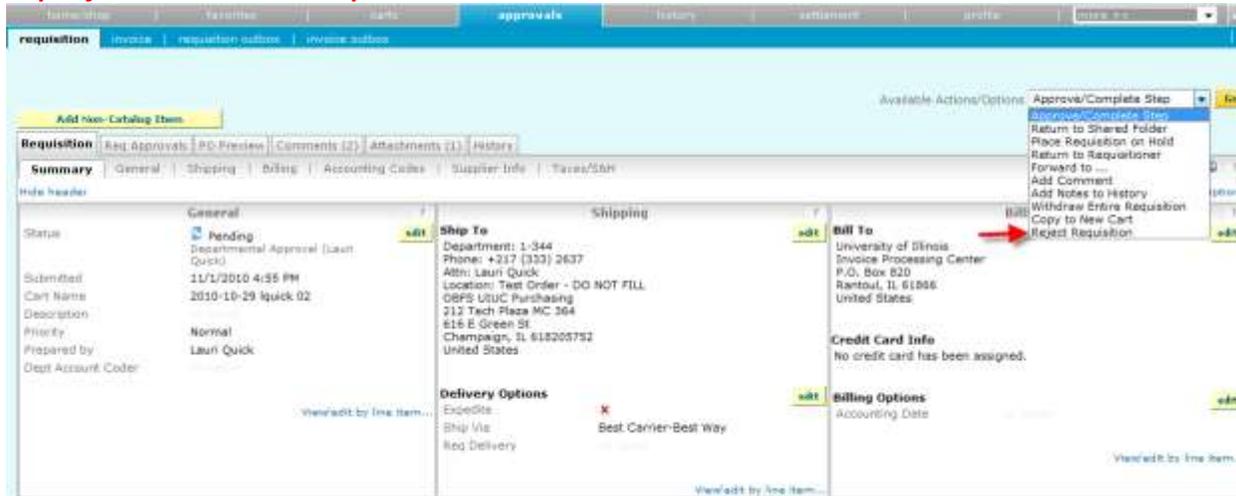
Additional Account Codes				
Activity	Activity - Banner	Location	Purchasing Dept	Purchasing Supervisor
<i>no value</i>	<i>no value</i>	<i>no value</i>	Purchasing UIUC	Purchasing UIUC

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	<i>no note</i>	Attn:	<i>no note</i>
Internal attachments		PO Clauses	<i>no clause</i>
			Attachments for all suppliers

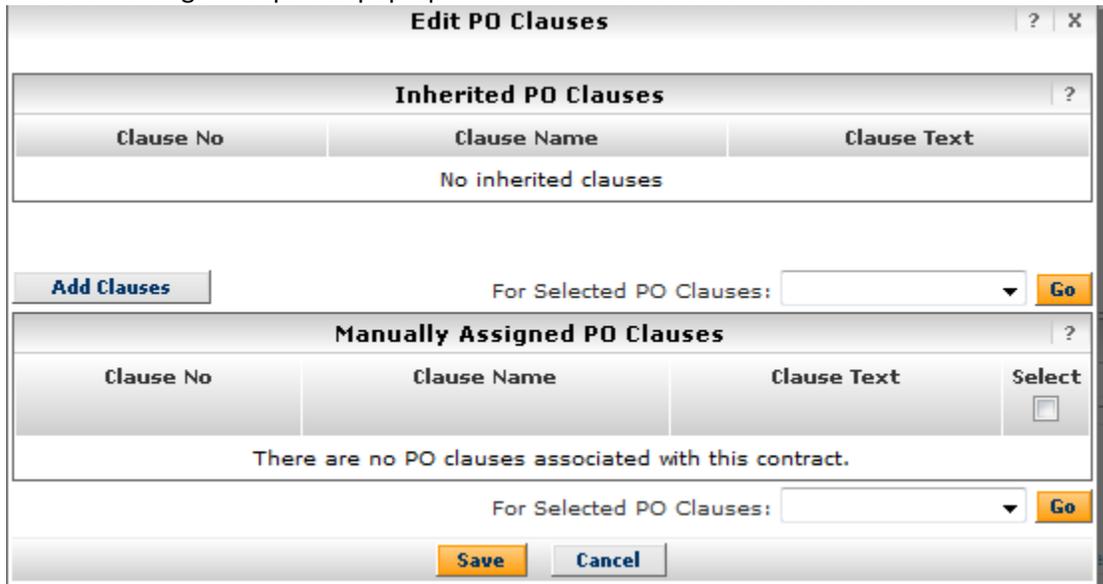
Close

- 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.**



- 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.
 - 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.*

?
X

Edit PO Clauses

Inherited PO Clauses		
Clause No	Clause Name	Clause Text
No organization defaults assigned		

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]	<input type="checkbox"/>
A2	Attachments	Attachments Enclosed.	<input type="checkbox"/>
A3	Attachments - prepared	Vendor Note: If there is a vendor prepared listing of products, vendor should use that listing rath... [show more]	<input type="checkbox"/>
A4	Approved	Review and Approved.	<input type="checkbox"/>
A5	PO # Changes	The purchase order number issued by the University's financial system will be changed each fiscal ye... [show more]	<input type="checkbox"/>
C1	Animals	Live delivery to be guaranteed by the vendor. Animals arriving dead or in visibly poor health must ... [show more]	<input type="checkbox"/>
C10	Copier-Main	Furnish full service maintenance for the attached photocopier including specifications, and terms an... [show more]	<input type="checkbox"/>
C11	Copier-Rental	Furnish and install rental Photocopier including the attached specifications, and terms and conditio... [show more]	<input type="checkbox"/>
C12	Dry Ice	Furnish and deliver dry ice to the above department and location in quantities and on delivery days ... [show more]	<input type="checkbox"/>
C13	Fossil Fuels-Fuels	Furnish fuels as requested by authorized personnel. Subject to University of Illinois specification... [show more]	<input type="checkbox"/>
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]	<input type="checkbox"/>
C15	Fossil Fuels-LPG	Bulk gas deliveries shall be made into containers through Neptune Print-O-Meters or equal, with temp... [show more]	<input type="checkbox"/>
C16	Furniture-Attachments	Vendor Note: Manufacturer order entry should use the attached listing rather than the brief summary... [show more]	<input type="checkbox"/>
C17	Furniture-Measurements	Suppliers are to confirm that the physical dimensions and utilities of the rooms are compatible with... [show more]	<input type="checkbox"/>
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]	<input type="checkbox"/>
C19	Carpets	Furnish carpet and refuse removal for the location(s) indicated on...	<input type="checkbox"/>

Save
Close