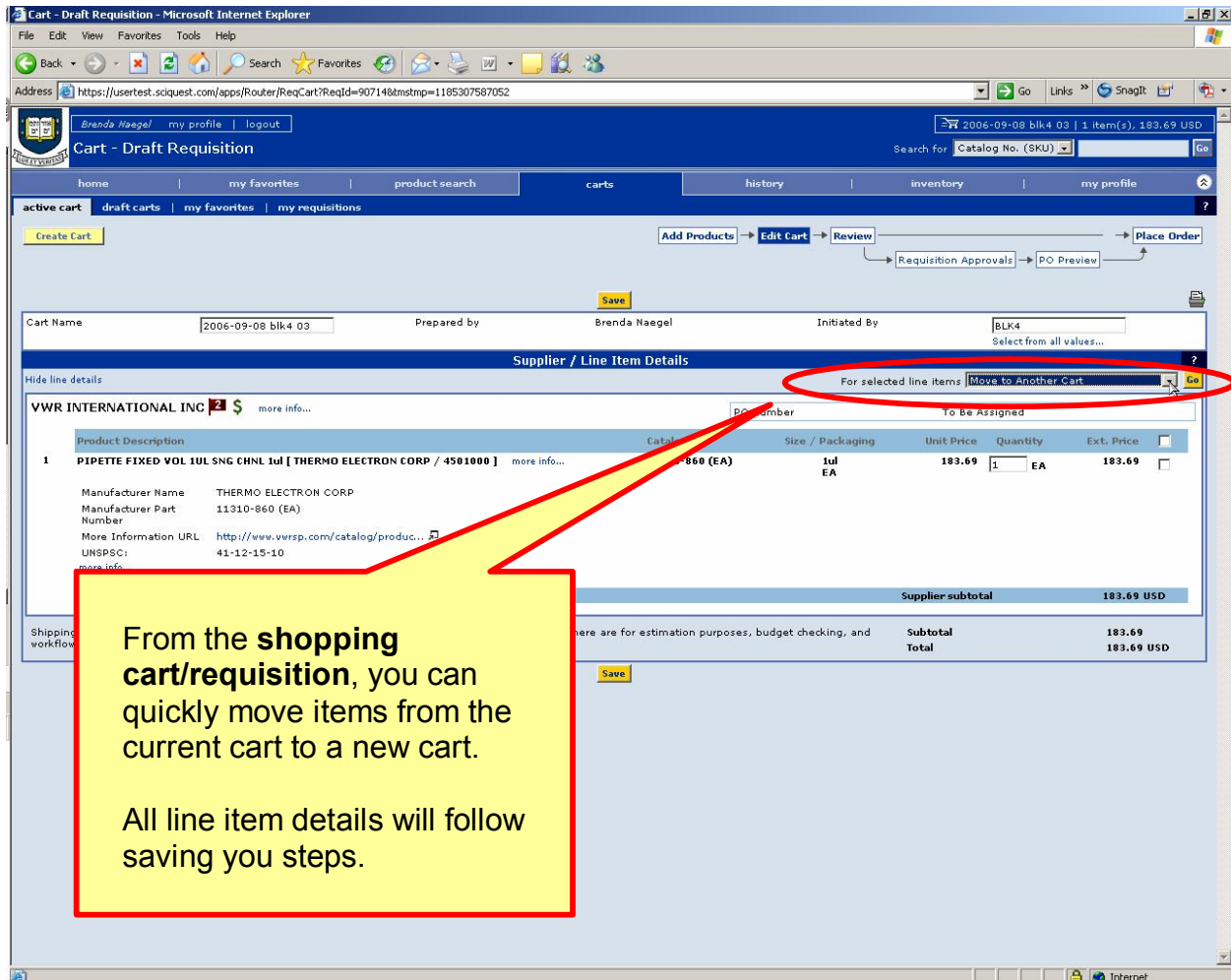


SciQuest v7.2 Highlights

SciQuest, Yale's eProcurement solution keeps getting better and better! In preparation for SciQuest v7.2 on July 29th, please note the following improvements:

'Move to Another Cart' Saves Time:

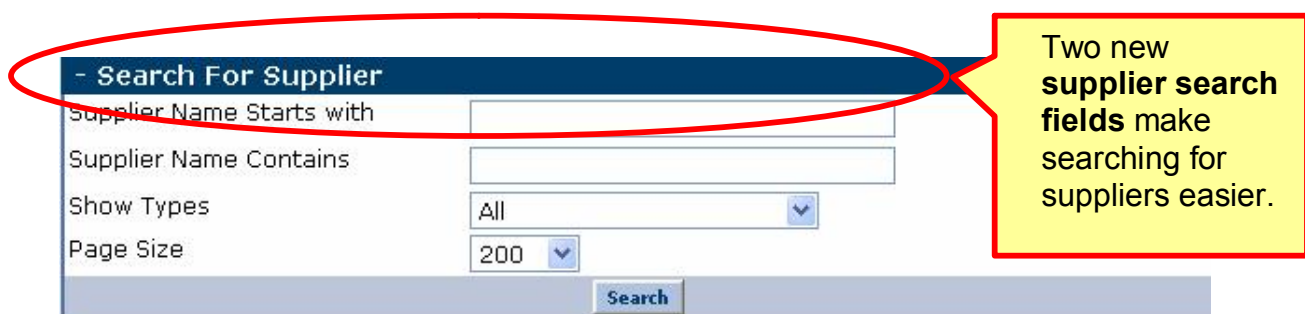


The screenshot shows the 'Draft Requisition' page in Microsoft Internet Explorer. The browser address bar shows the URL: <https://usertest.sciquest.com/apps/Router/ReqCart?ReqId=90714&tmstp=1185307587052>. The page title is 'Cart - Draft Requisition'. The user is logged in as 'Brenda Naegel'. The page shows a 'Draft Requisition' for '2006-09-08 blk4 03' with a total of '1 item(s), 183.69 USD'. The 'Supplier / Line Item Details' section shows a table with one item: 'PIPETTE FIXED VOL LUL SNG CHNL 1ul [THERMO ELECTRON CORP / 4501000]'. The 'Move to Another Cart' button is circled in red. A yellow callout box contains the following text:

From the **shopping cart/requisition**, you can quickly move items from the current cart to a new cart.

All line item details will follow saving you steps.

Improved Supplier Search Capabilities



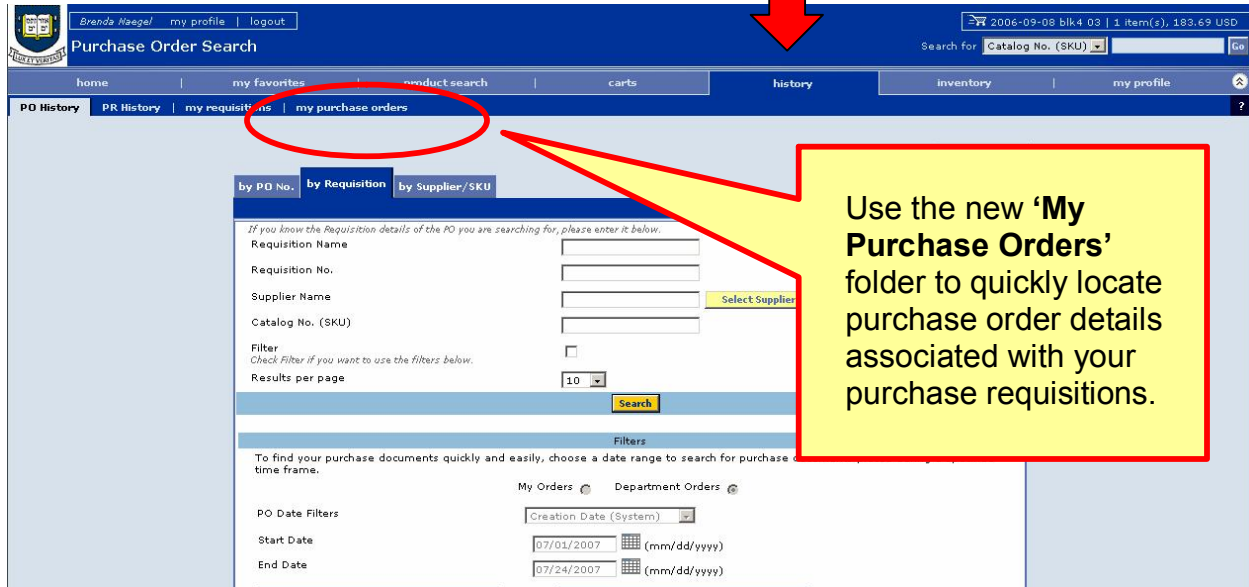
The screenshot shows the 'Search For Supplier' interface. The title '- Search For Supplier' is circled in red. The interface includes the following fields:

- Supplier Name Starts with
- Supplier Name Contains
- Show Types: All
- Page Size: 200
- Search button

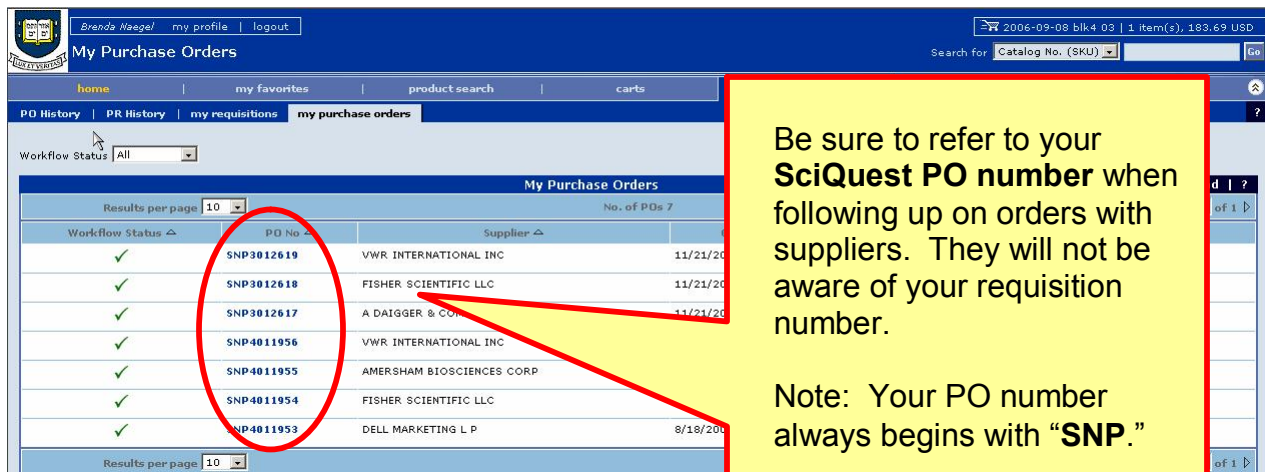
A yellow callout box contains the following text:

Two new **supplier search fields** make searching for suppliers easier.

New 'My Purchase Orders' Folder



Use the new 'My Purchase Orders' folder to quickly locate purchase order details associated with your purchase requisitions.



Be sure to refer to your **SciQuest PO number** when following up on orders with suppliers. They will not be aware of your requisition number.

Note: Your PO number always begins with "SNP."

Workflow Status	PO No.	Supplier	No. of POs
✓	SNP3012619	VWR INTERNATIONAL INC	11/21/2007
✓	SNP3012618	FISHER SCIENTIFIC LLC	11/21/2007
✓	SNP3012617	A DAIGGER & CO	11/21/2007
✓	SNP4011956	VWR INTERNATIONAL INC	
✓	SNP4011955	AMERSHAM BIOSCIENCES CORP	
✓	SNP4011954	FISHER SCIENTIFIC LLC	
✓	SNP4011953	DELL MARKETING L P	8/18/2007

Easier to Use Non-Catalog Order Form:

- All forms will now open in a new window

- **Add and go to Cart** - The form is added to the active shopping cart, closes the form pop-up, and opens your Shopping cart. If there is no active cart, once is created with this action.
- **Add to Cart and Return** - The form is added to the active cart. The form pop-up remains with all the supplier information, the rest of the form is cleared, ready for the next item to be entered.
- **Add to Cart** - The form is added to the active shopping cart. The form pop-up remains with the populated data.
- **Add to Favorites** - The *Add to Favorites* dialogue appears to add the form in its current state (populated with or without data) to Favorites.

The screenshot shows a web browser window titled "https://userstest.sciquest.com - Non-Catalog Form - Microsoft Internet Explorer". The main content area is a "Non-Catalog Form" with several sections:

- Supplier Info**: A dropdown menu is open, showing options: "Add and go to Cart", "Add to Cart and Return", "Add to Cart", "Add to Draft Cart or Pending PR/PO", and "Add To Favorites". The text below the dropdown reads "{No Supplier Selected} choose supplier...".
- General Info**: Includes "IMPORTANT TIPS:" with instructions on price fields and special price quotes. It also has a "Form Type" dropdown set to "Non-Catalog Form" and a "Catalog No." field.
- Product Description**: A text area with a character count of "255 characters remaining" and "expand | clear" links.
- Quantity**: A numeric input field.
- Packaging**: A dropdown menu set to "EA - Each".
- Price**: A numeric input field.
- Additional Info**: Includes "Product Size" dropdown, "Manufacturer Name", "Manufacturer Part No", "UNSPSC", and "Health and Safety" checkboxes for "Controlled substance", "Hazardous material", and "Radioactive".
- Supplier Info**: A "Supplier Notes (1000 char)" text area with a character count of "1000 characters remaining" and "expand | clear" links. Below it is a "Supplier Attachments" section with an "add attachment..." link.

At the bottom right of the form, a "Total" field shows "0.00". The browser's taskbar at the bottom shows several open applications, including "Meeting Ma...", "Mail :: Info...", "Home - Pro...", "Non-Catalo...", "https://user...", "Eudora - [Br...", "Snagit! Capt...", "Document1 ...", "SciQuest v7...", and "Internet". The system clock shows "2:05 PM".

Easier to Use Standing Order Form:

Available Actions (Click [here](#) for details): Add and go to Cart

Services

Supplier Info

Supplier: {No Supplier Selected} choose supplier...

General Info

IMPORTANT INSTRUCTIONS

1. **Product Description:** Enter the description of the products and/or services covered by this standing order. If applicable, include your existing account number used with this supplier.

2. **Quantity:** This quantity should reflect the **total value** of the order. For example, a \$1,000 order should be entered with a quantity of 1000.

3. **Standing Order Start/End Dates** Enter the applicable start and end dates for this order.

Catalog No. Product Description

Quantity

Packaging

Price

STANDING ORDER

255 characters remaining expand | clear

USD - US Dollar

1.00

External Info

Standing Order Start Date

Standing Order End Date

Total 0.00

See configuration for this form

Now condensed to 3 simple steps!

Should you have questions, please contact the ITS Help Desk at helpdesk@yale.edu, 785-3200 or 432-9000.