

Tulane University SciQuest

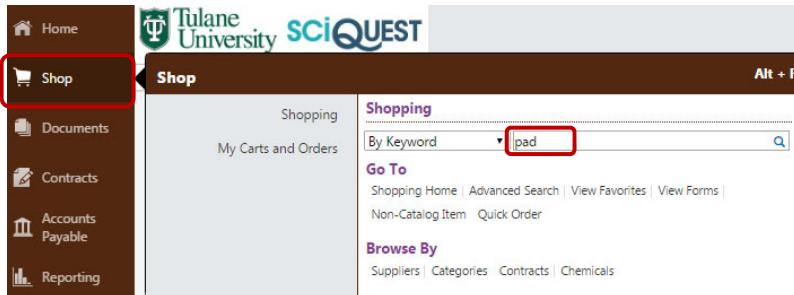
*Module 2: Cart Creation
Training User Guides*

2.0 Searching for Items and Filtering Results

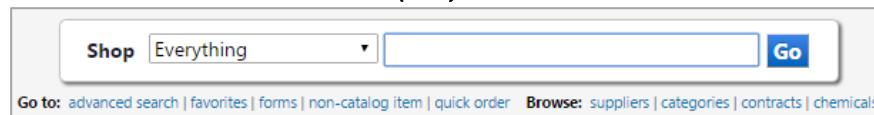
Target Audience: Shopper/Requester

- Once logged into SciQuest, users can shop for items using two methods. Users can click the **Shopping Cart** icon and search for a product in the search field *OR* users can use the **Shop at the Top** shortcut on the Shopping Homepage to search for products. Products can be searched by a keyword, catalog number, or CAS number.

Search for a product and Click the magnifying glass or **GO** button.

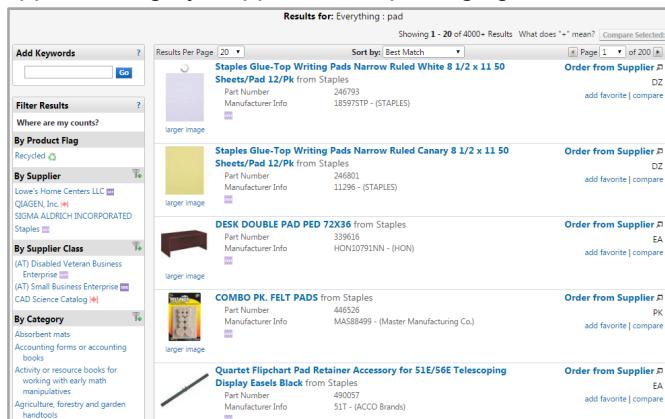


(OR)

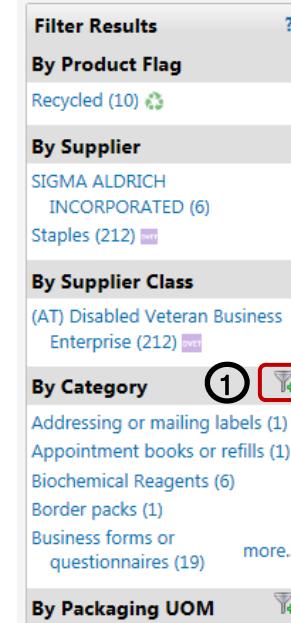
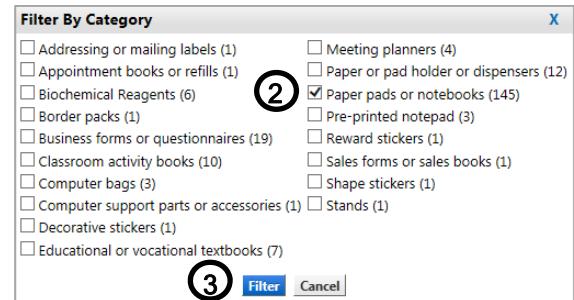


Go to: advanced search | favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

- Results will be populated with the ability to filter products by product flag, supplier, category, supplier class, packaging UOM, etc.



- Filters can be applied by clicking the  icon. Choose the appropriate filter and select **Filter**.

2.1 Comparing Catalog Product Results

Target Audience: Shopper/Requester

Multiple catalog items can be selected for side-by-side viewing to compare item details to help make well informed decisions.

1. Within the search results, select the **Compare** link listed below the unit of measure for items that are being compared.

Results for: Everything : Paper pads or notebooks + pad

Showing 1 - 20 of 2167 Results [Compare Selected: 0](#)

Add Keywords	Results Per Page	Sort by:	Page 1 of 109	Go
	20	Best Match		
Filter Results				
By Product Flag				
Recycled (55)				
By Supplier				
Staples (2167)				
By Supplier Class				
(AT) Disabled Veteran Business Enterprise (2167)				
By Category				
Showing only results matching: Paper pads or notebooks (2167)				

Staples Glue-Top Writing Pads Narrow Ruled White 8 1/2 x 11 50 Sheets/Pad 12/Pk from Staples

Part Number: 246793
Manufacturer Info: 18597STP - (STAPLES)

Staples Glue-Top Writing Pads Narrow Ruled Canary 8 1/2 x 11 50 Sheets/Pad 12/Pk from Staples

Part Number: 246801
Manufacturer Info: 11296 - (STAPLES)

Ampad Evidence Data Pad 12 Columns + Summary 8 1/2 x 11 50 Sheets/Pad from Staples

Part Number: 510545
Manufacturer Info: 22200 - (Ampad)

[Order from Supplier](#) [DZ](#) [add favorite](#) [compare](#)

[Order from Supplier](#) [DZ](#) [add favorite](#) [compare](#)

[Order from Supplier](#) [EA](#) [add favorite](#) [compare](#)

2. A check mark will appear next to icons that are being compared. After selecting multiple items for comparison, select the **Compare Selected** button in the top right corner.

Results for: Everything : Paper pads or notebooks + pad

Showing 1 - 20 of 2167 Results [Compare Selected: 3](#)

Add Keywords	Results Per Page	Sort by:	Page 1 of 109	Go
	20	Best Match		
Filter Results				
By Product Flag				
Recycled (55)				
By Supplier				
Staples (2167)				
By Supplier Class				
(AT) Disabled Veteran Business Enterprise (2167)				
By Category				
Showing only results matching: Paper pads or notebooks (2167)				

Staples Glue-Top Writing Pads Narrow Ruled White 8 1/2 x 11 50 Sheets/Pad 12/Pk from Staples

Part Number: 246793
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Staples Glue-Top Writing Pads Narrow Ruled Canary 8 1/2 x 11 50 Sheets/Pad 12/Pk from Staples

Part Number: 246801
Manufacturer Info: 11296 - (STAPLES)

Ampad Evidence Data Pad 12 Columns + Summary 8 1/2 x 11 50 Sheets/Pad from Staples

Part Number: 510545
Manufacturer Info: 22200 - (Ampad)

[Order from Supplier](#) [DZ](#) [add favorite](#) [remove](#)

[Order from Supplier](#) [DZ](#) [add favorite](#) [remove](#)

[Order from Supplier](#) [EA](#) [add favorite](#) [remove](#)

3. Selected product specification comparisons will appear adjacent to one another.

[<< Back to Search Results](#)

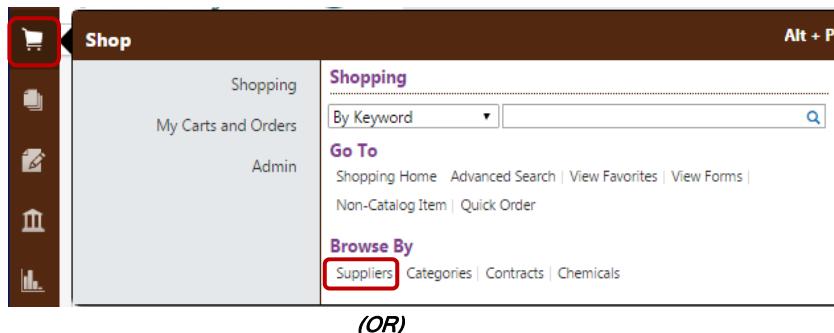
[Add To Active Cart](#) [Go](#)

Select			
Add to Cart			
Product Details	Ampad Evidence Data Pad 12 Columns + Summary 8 1/2 x 11 50 Sheets/Pad from Staples	Staples Glue-Top Writing Pads Narrow Ruled Canary 8 1/2 x 11 50 Sheets/Pad 12/Pk from Staples	Staples Glue-Top Writing Pads Narrow Ruled White 8 1/2 x 11 50 Sheets/Pad 12/Pk from Staples
Catalog No.	510545	246801	246793
Price	Order from Supplier	Order from Supplier	Order from Supplier
Supplier	 Staples	 Staples	 Staples
Category	Paper pads or notebooks	Paper pads or notebooks	Paper pads or notebooks
UOM	---	---	---
Price per UOM	---	---	---
Product Size	----	----	----
Price per Product Size Unit	----	----	----
Category UNSPSC	14-11-15-14	14-11-15-14	14-11-15-14
Color			

2.2 Search by Supplier/Shop by Supplier

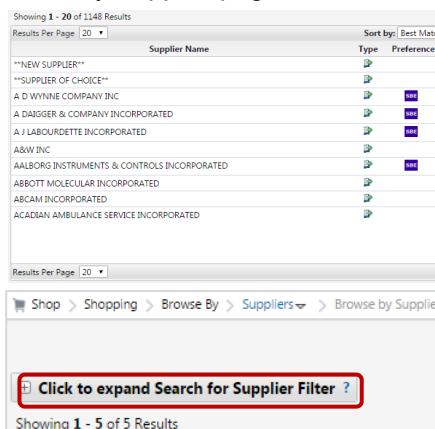
Target Audience: Shopper/Requester

1. In addition to searching for products, users can also browse SciQuest by suppliers by accessing the **browse by Supplier** link on the home page *OR* by using the **Shopping Cart** in the left hand navigation menu,

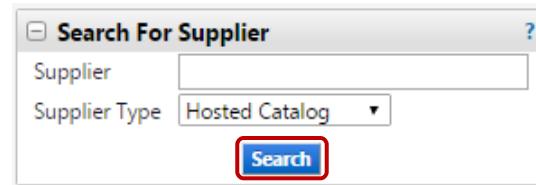


(*OR*)

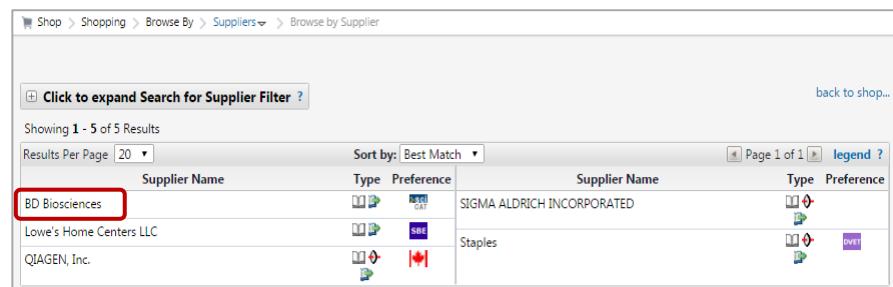
2. A comprehensive list of suppliers will appear and users can filter based on hosted catalog, punch-out supplier, etc. Expand the search filter on the **Browse by Supplier** page to view the supplier filter.



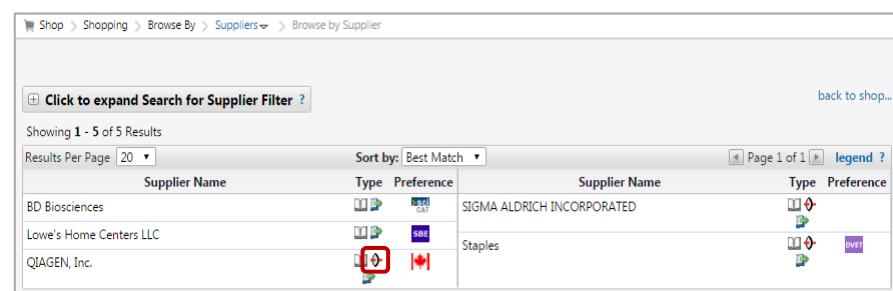
3. Users can search for suppliers by supplier name and/or supplier type. Select the **Supplier Type** dropdown box to perform a more specific search. After entering the supplier criteria, select the **Search** icon.



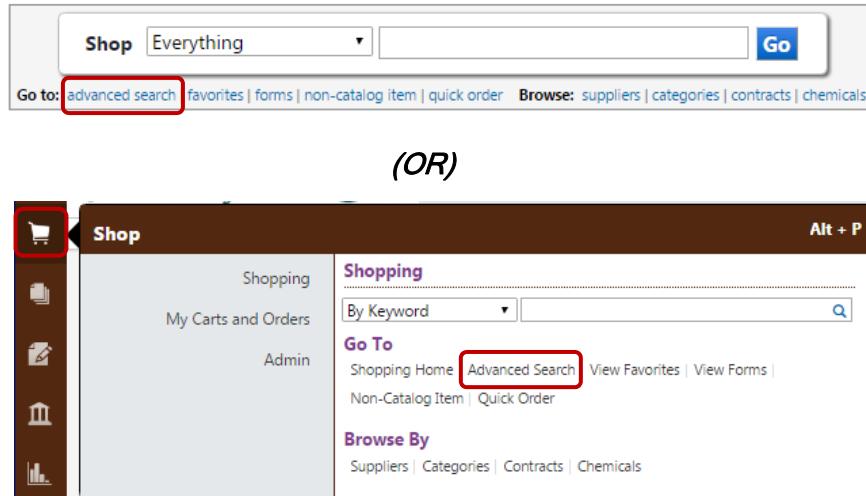
4. Supplier results will appear along with icons describing the supplier type and supplier preference. To see an icon definition, hover the mouse over that icon. By clicking on the supplier name from the initial search results page, a summary of the supplier will be displayed.



5. To access a supplier's punchout catalog from the search results, select the  icon.

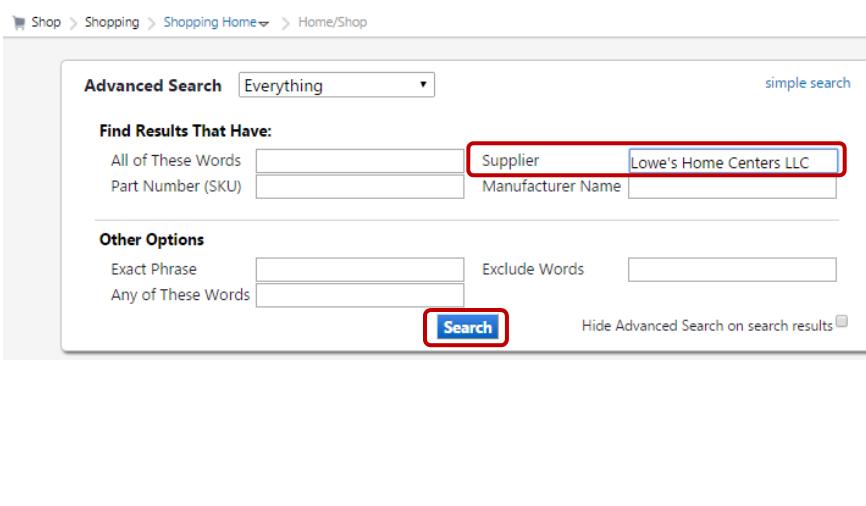


5. To shop by supplier, access the **Advanced Search** link on the home page **OR** from the **Advanced Search** link in the left hand **Shopping Cart** navigation menu.

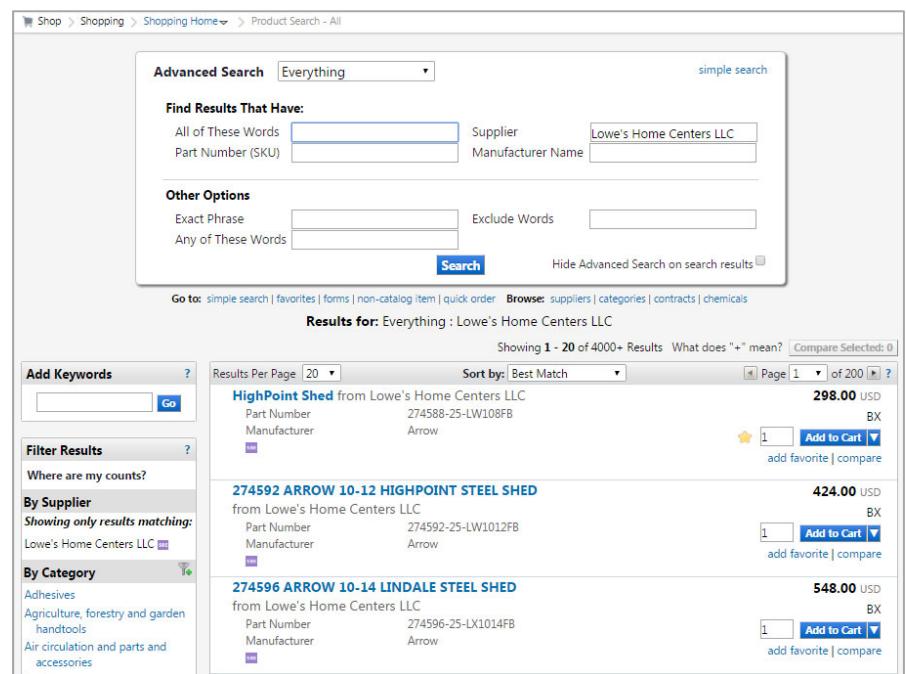


(OR)

6. From the **Advanced Search** page, enter the desired supplier Name and click the Search button. *Suppliers*



7. Search results for the supplier will appear.



8. Suppliers are classified with descriptive icons. Hover mouse over an icon to see description. Complete legend of icon descriptions below.

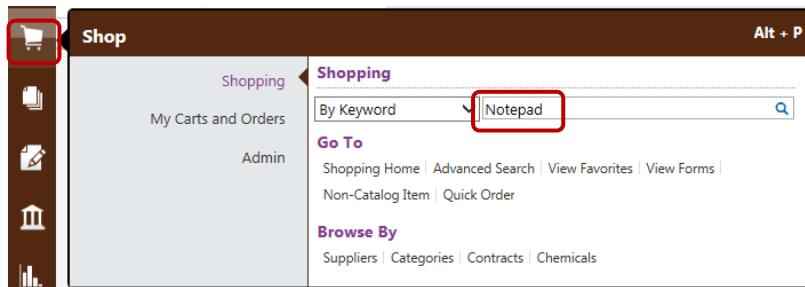
	(AT) Disabled Veteran Business Enterprise		UK Science Catalog
	(AT) SBA Small Disadvantaged Business Enterprise		Supplier is Active
	(AT) Small Business Enterprise		Supplier is Inactive
	(AT) Veteran Owned Business Enterprise		Hosted Catalog
	(AT) Women Owned Business Enterprise		Coming Soon Supplier
	CAD Science Catalog		New Supplier
	Minority - Certified African-American owned business		PunchOut Supplier
	Minority - Certified owned business		PunchOut is running slowly
	Science Catalog Supplier		PunchOut is not available
	Non-Catalog Item		Non-Catalog

2.3 Creating Shopping Carts from Punch-out Catalog

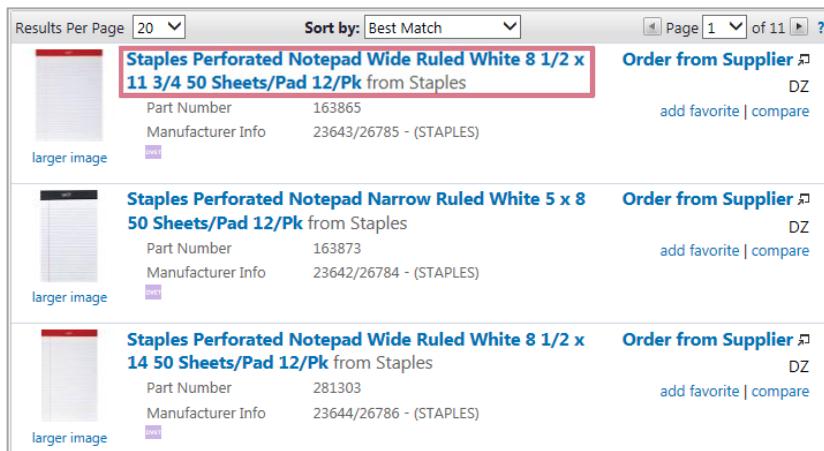
Target Audience: Shopper/Requester

Users can create shopping charts from supplier **punch-out catalogs**. A punch-out catalog is a catalog that resides in the supplier's website. When users shop using a punch-out catalog, they are directed to the supplier's catalog to fill up a cart and then return it to SciQuest for processing.

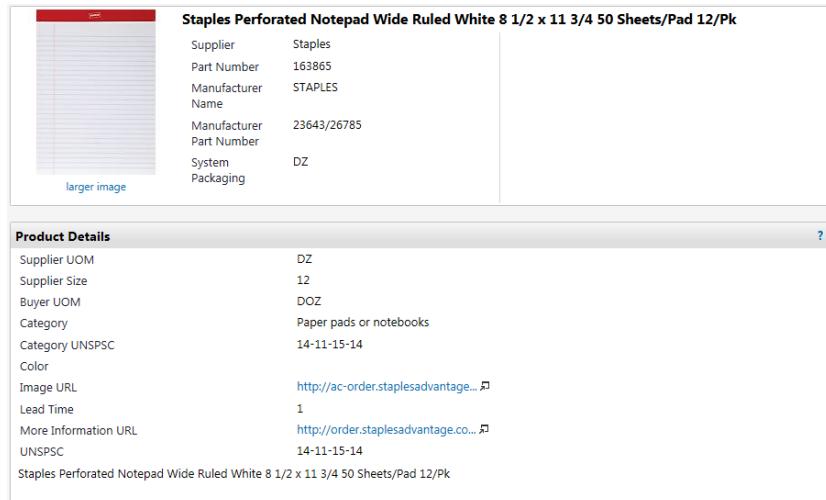
1. From the **Shopping Homepage**, click the **Cart** icon and search for a product in the search field. Products can be searched by a keyword, catalog number, or CAS number.



2. Search results will be displayed and product details can be accessed by clicking on the product description.



3. A pop up screen will present product and supplier details.

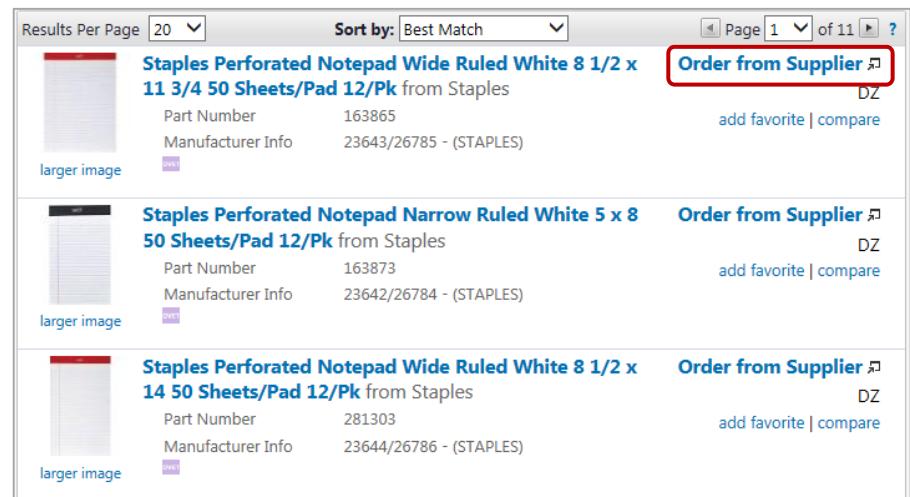


Staples Perforated Notepad Wide Ruled White 8 1/2 x 11 3/4 50 Sheets/Pad 12/Pk	
Supplier	Staples
Part Number	163865
Manufacturer Name	STAPLES
Manufacturer Part Number	23643/26785
System Packaging	DZ

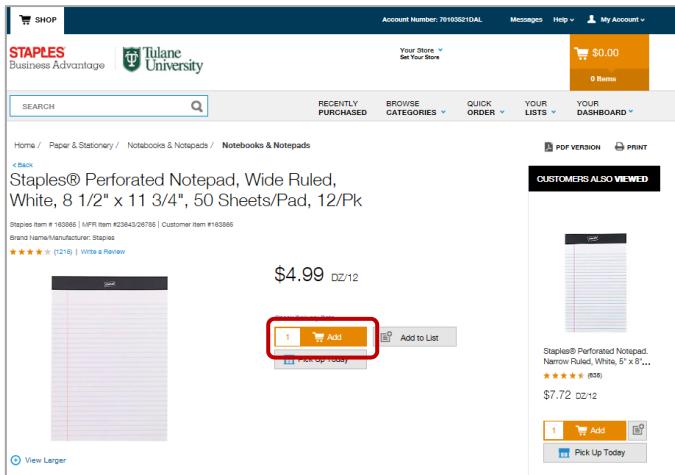
Product Details

Supplier UOM	DZ
Supplier Size	12
Buyer UOM	DOZ
Category	Paper pads or notebooks
Category UNSPSC	14-11-15-14
Color	
Image URL	http://ac-order.staplesadvantage.com
Lead Time	1
More Information URL	http://order.staplesadvantage.com
UNSPSC	14-11-15-14
Staples Perforated Notepad Wide Ruled White 8 1/2 x 11 3/4 50 Sheets/Pad 12/Pk	

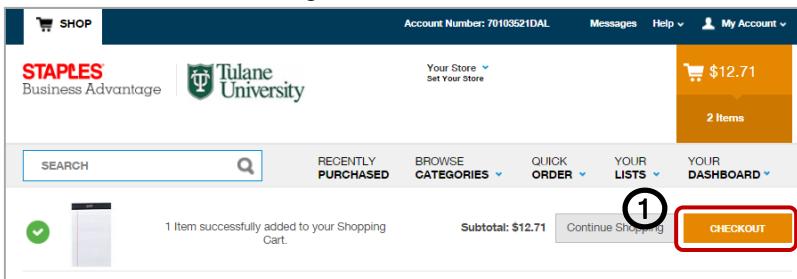
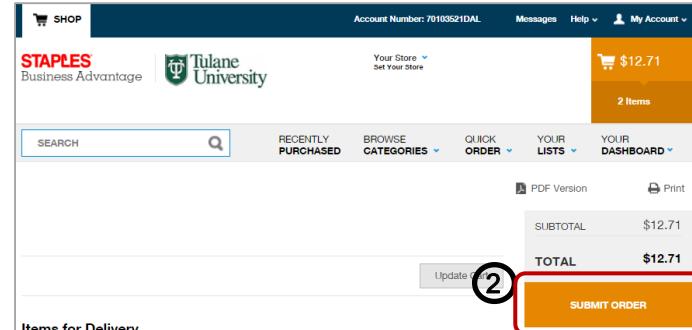
4. Return to the search results screen and select the option to **Order from Supplier**. The webpage will be redirected to the supplier's punch-out page.



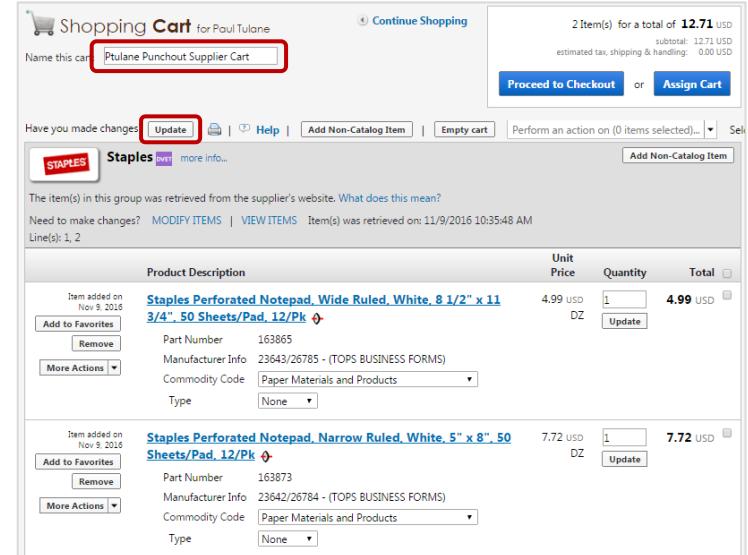
5. You will be redirected to the supplier's punch-out site and will be able to add products to the **Cart**. Add a product to the Cart by selecting the **Add to Cart** icon.



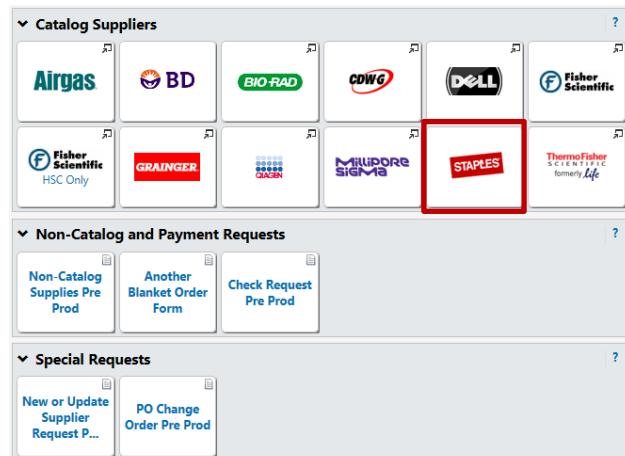
6. Once the item is added to the Cart, **Checkout** and then **Submit Order** - note that each catalog will be different but workflow will be similar.

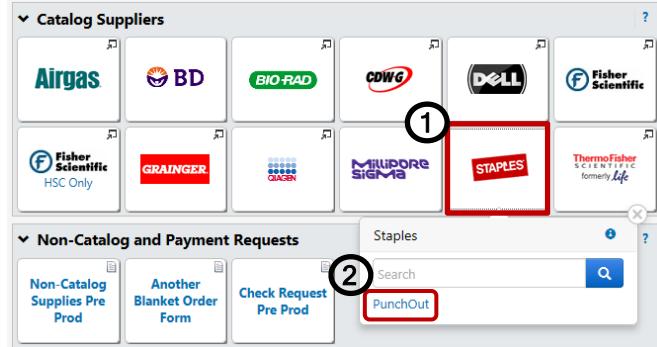
7. After the order has been submitted on the supplier's punch-out site, you will be redirected to SciQuest. The order will now appear in your SciQuest cart. (*Save this cart now for use in subsequent training modules: **UserName_Punchout Supplier Cart**, then select **Update** button.*)



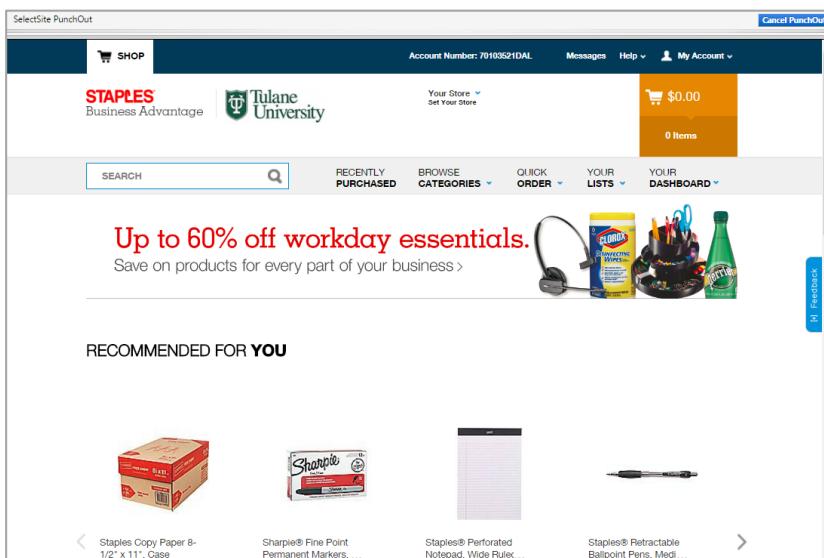
8. Users can also add products to a cart from the **Shopping Homepage** ( icon), search for a product or choose one of the catalog suppliers. For this module, we will search via supplier.



9. Choose a catalog supplier and click the tile icon to be directed to the supplier's online punch-out catalog.



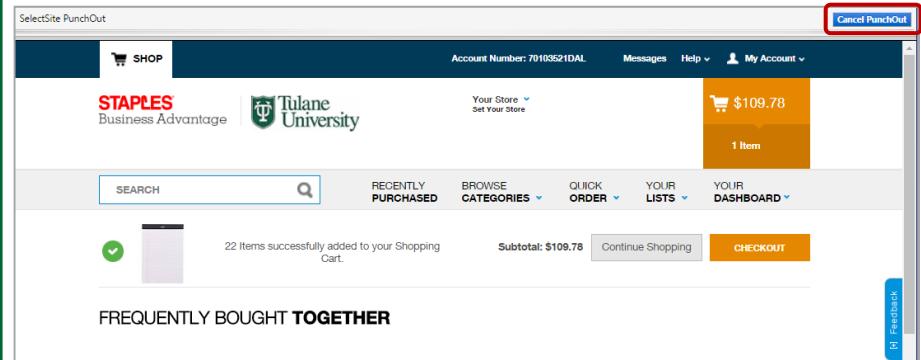
10. Users will be redirected to the supplier's SciQuest portal to shop as normal. Products can be added to the shopping cart from the punch-out site. Follow steps 5-7 from this module to add items to your SciQuest cart.



2.4 Canceling punch-out Sessions

Target Audience: Shopper/Requester

1. To cancel a punch-out session, select the Cancel punch-out icon at the top right hand corner of the Supplier punch-out screen. You will be redirected to the SciQuest shopping homepage.

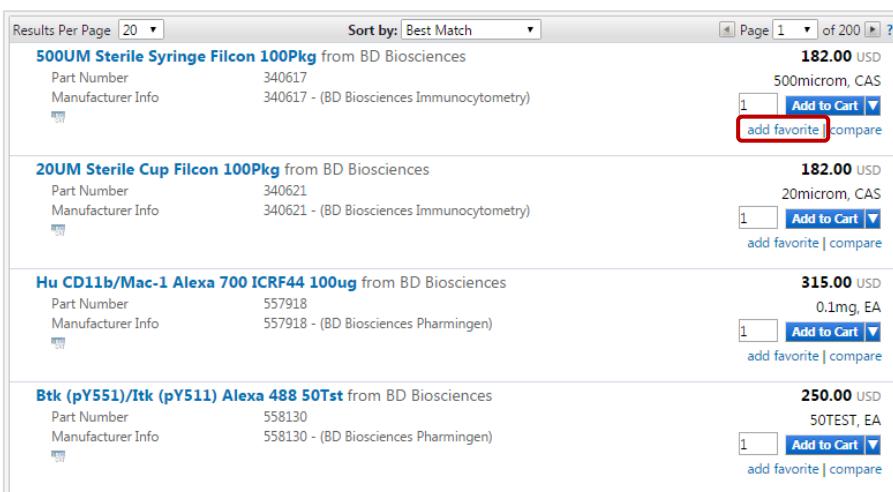


2.5 Creating Favorites

Target Audience: Shopper/Requester

Users can store frequently ordered and preferred items for fast retrieval and requisitioning. Within SciQuest, there are two types of favorites items: Personal Favorites and Organization Favorites. Personal favorites are those that an individual identifies for future purchasing. With personal favorites, folders and sub-folders can be created to manage the favorites; users have full control over items in their personal folders. Organization favorites and folders are defined by site administrators.

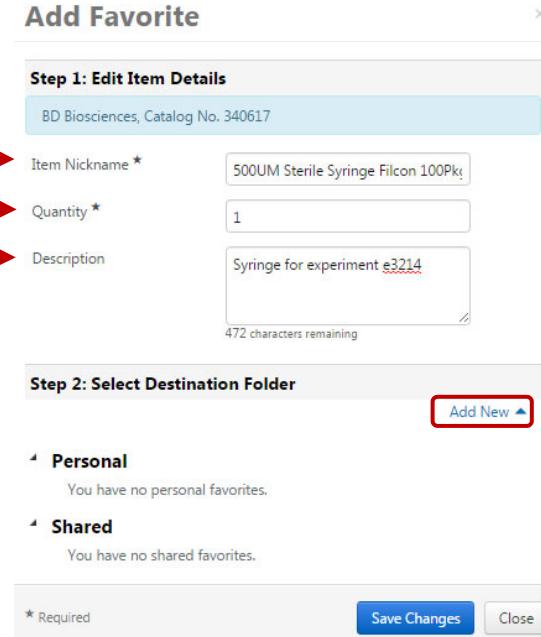
1. After searching for and identifying the desired item in SciQuest (*not from a catalog punch-out*), click the **Add Favorite** link to select the item as a favorite.



Results Per Page: 20 Sort by: Best Match Page: 1 of 200

Product Name	Part Number	Manufacturer Info	Unit Price	Quantity	Add To Cart	Add Favorite	Compare
500UM Sterile Syringe Filcon 100Pkg	340617	340617 - (BD Biosciences Immunocytometry)	182.00 USD	1	Add to Cart	add favorite	compare
20UM Sterile Cup Filcon 100Pkg	340621	340621 - (BD Biosciences Immunocytometry)	182.00 USD	1	Add to Cart	add favorite	compare
Hu CD11b/Mac-1 Alexa 700 ICRF44 100ug	557918	557918 - (BD Biosciences Pharmingen)	315.00 USD	0.1mg, EA	1	Add to Cart	add favorite
Btk (pY551)/Itk (pY511) Alexa 488 50Tst	558130	558130 - (BD Biosciences Pharmingen)	250.00 USD	50TEST, EA	1	Add to Cart	add favorite

2. Within the **Add Favorite** dialogue box under **Step 1: Edit Item Details**, enter an item nickname, quantity and item description for the selected item. Proceed to **Step 2: Select Destination Folder** and select the **Add New** link.



Step 1: Edit Item Details

BD Biosciences, Catalog No. 340617

Item Nickname * 500UM Sterile Syringe Filcon 100Pkg

Quantity * 1

Description Syringe for experiment e3214

472 characters remaining

Step 2: Select Destination Folder

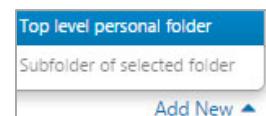
Add New

Personal
You have no personal favorites.

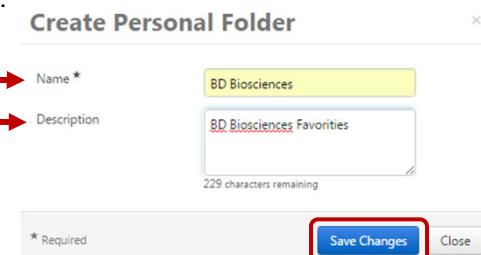
Shared
You have no shared favorites.

* Required Save Changes Close

3. From the **Add New** dropdown menu, select **Top level personal folder**.



4. Enter a **Name** and **Description** for your Favorites folder and select **Save Changes**.



Create Personal Folder

Name * BD Biosciences

Description BD Biosciences Favorites

229 characters remaining

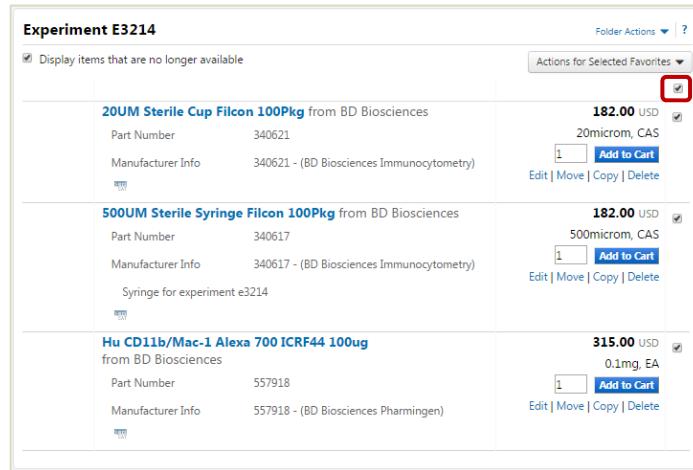
* Required Save Changes Close

5. To purchase items from your **Favorites** list, return to SciQuest home page () , and select **Favorites**.



Shop Everything Go to: advanced search **favorites** forms | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

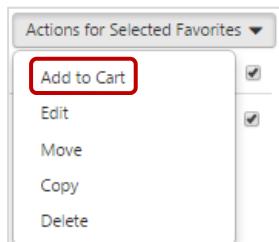
6. To add one or more items to the cart, **Edit** the value in a product's **Quantity** field as necessary (to select a quantity other than the product's default value). Click the product's **Select** checkbox. Note: this also works to select and add multiple items.



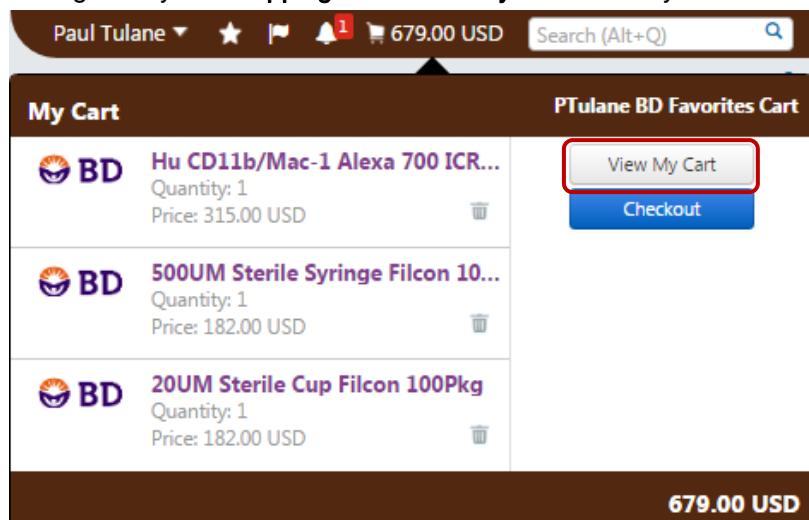
Experiment E3214 Display items that are no longer available

20UM Sterile Cup Filcon 100Pkg from BD Biosciences	182.00 USD <input checked="" type="checkbox"/>	<input type="button" value="Add to Cart"/>
Part Number 340621	20microm, CAS	<input type="button" value="Edit"/> <input type="button" value="Move"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
Manufacturer Info 340621 - (BD Biosciences Immunocytometry)		
500UM Sterile Syringe Filcon 100Pkg from BD Biosciences	182.00 USD <input checked="" type="checkbox"/>	<input type="button" value="Add to Cart"/>
Part Number 340617	500microm, CAS	<input type="button" value="Edit"/> <input type="button" value="Move"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
Manufacturer Info 340617 - (BD Biosciences Immunocytometry)		
Syringe for experiment e3214		
Hu CD11b/Mac-1 Alexa 700 ICRF44 100ug from BD Biosciences	315.00 USD <input checked="" type="checkbox"/>	<input type="button" value="Add to Cart"/>
Part Number 557918	0.1mg, EA	<input type="button" value="Edit"/> <input type="button" value="Move"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
Manufacturer Info 557918 - (BD Biosciences Pharmingen)		

7. After selecting products to be added to the cart, select the **Actions for Selected Favorites** dropdown box and select **Add to Cart**. Save your cart as **UserName_Supplier_Favorites**.



7. Navigate to your **Shopping Cart Summary** to view newly added items.



Paul Tulane 679.00 USD

My Cart **PTulane BD Favorites Cart**

 Hu CD11b/Mac-1 Alexa 700 ICR...	Quantity: 1	<input type="button" value="View My Cart"/>
	Price: 315.00 USD	<input type="button" value="Delete"/>
 500UM Sterile Syringe Filcon 10...	Quantity: 1	<input type="button" value="View My Cart"/>
	Price: 182.00 USD	<input type="button" value="Delete"/>
 20UM Sterile Cup Filcon 100Pkg	Quantity: 1	<input type="button" value="View My Cart"/>
	Price: 182.00 USD	<input type="button" value="Delete"/>

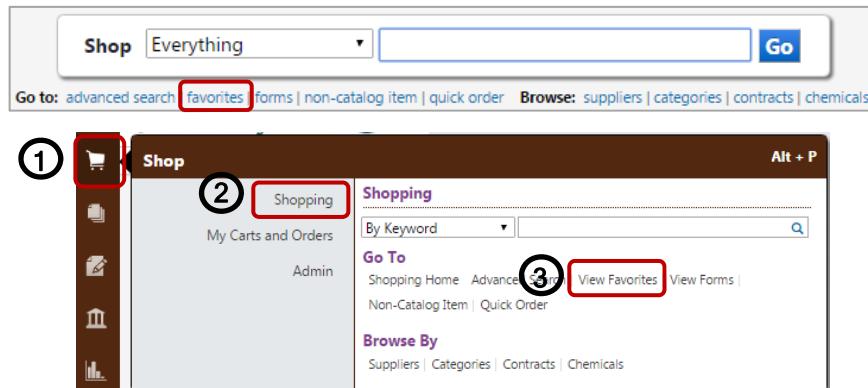
679.00 USD

2.6 Create Shopping Carts from Favorites

Target Audience: Shopper/Requester

The Favorites functionality allows individuals and organizations to store items that are referenced or ordered on a regular basis. Both options are controlled by permissions. Once items are saved to Favorites they can be added to a shopping cart.

1. Favorites can be added to a shopping cart by selecting the **Favorites** link from the home page **OR** by accessing the **View Favorite** link from the Shopping navigation menu.



Shop Everything Go

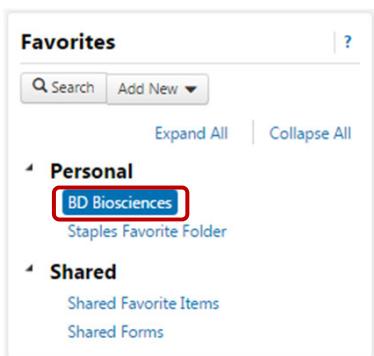
Go to: advanced search favorites forms | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

1. **Shop** Everything Go

2. **Shopping**

3. View Favorites

2. From the Favorites page, **Select** the Favorites folder with the products that should be added to your cart.



Favorites

Search Add New

Expand All Collapse All

Personal

BD Biosciences

Staples Favorite Folder

Shared

Shared Favorite Items Shared Forms

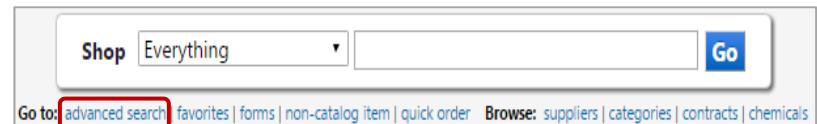
2.7 Creating Shopping Carts from Hosted Catalogs

Target Audience: Shopper/Requester

Users can create shopping carts by selecting items from a supplier **hosted catalog**. A hosted catalog is a version of the supplier's on-line catalog hosted in SciQuest. Unlike the punch-out catalog, a hosted catalog does not redirect users to the supplier's external website. When a product search is performed in SciQuest, the products in all of the hosted catalogs are searched.

BD Biosciences and Apple Computers are a few examples of suppliers with hosted catalog capabilities. Refer to Step 2.2 - Search by Suppliers - to identify more suppliers with hosted catalog capabilities.

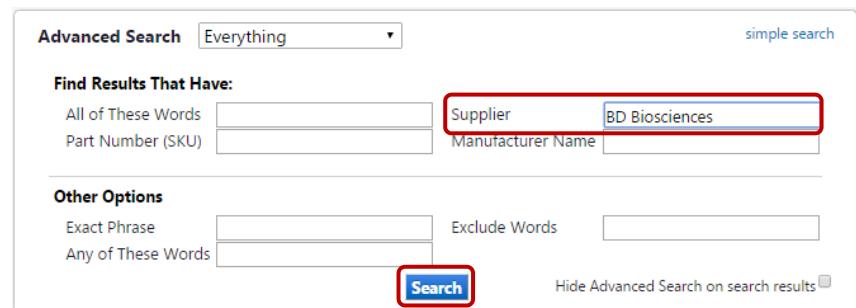
1. From the Shopping Home page  select the link **Advanced Search**.



Shop Everything Go

Go to: advanced search favorites forms | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

2. The advanced search screen will appear. In the supplier field, enter the name of the supplier with hosted catalog capabilities and click **Search**.



Advanced Search Everything simple search

Find Results That Have:

All of These Words Supplier BD Biosciences

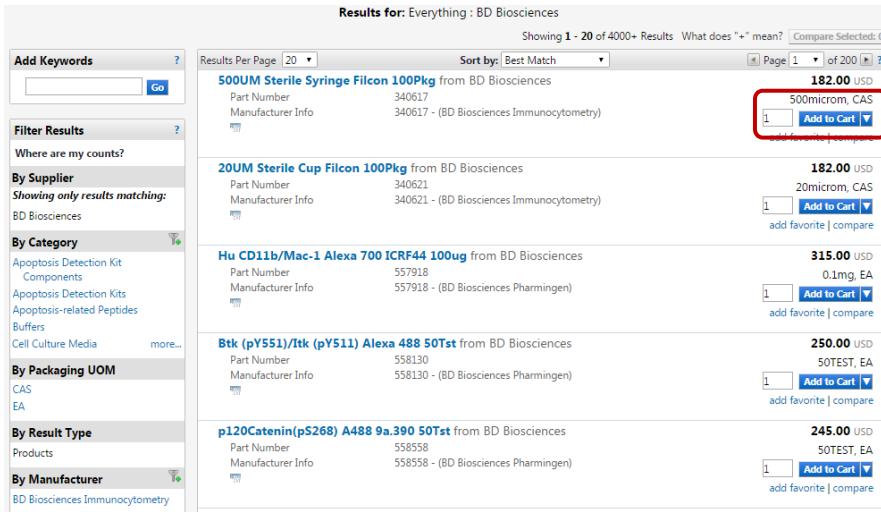
Part Number (SKU) Manufacturer Name

Other Options

Exact Phrase Any of These Words

Search Hide Advanced Search on search results

3. From the search results, edit the quantity of items to be ordered and select the Add to Cart button.



Results for: Everything : BD Biosciences

Showing 1 - 20 of 4000+ Results What does "+" mean? Compare Selected: 0

Results Per Page: 20 Sort by: Best Match Page: 1 of 200

500UM Sterile Syringe Filcon 100Pkg from BD Biosciences 182.00 USD
Part Number 340617
Manufacturer Info 340617 - (BD Biosciences Immunocytometry)
500microm, CAS 1 Add to Cart

20UM Sterile Cup Filcon 100Pkg from BD Biosciences 182.00 USD
Part Number 340621
Manufacturer Info 340621 - (BD Biosciences Immunocytometry)
20microm, CAS 1 Add to Cart

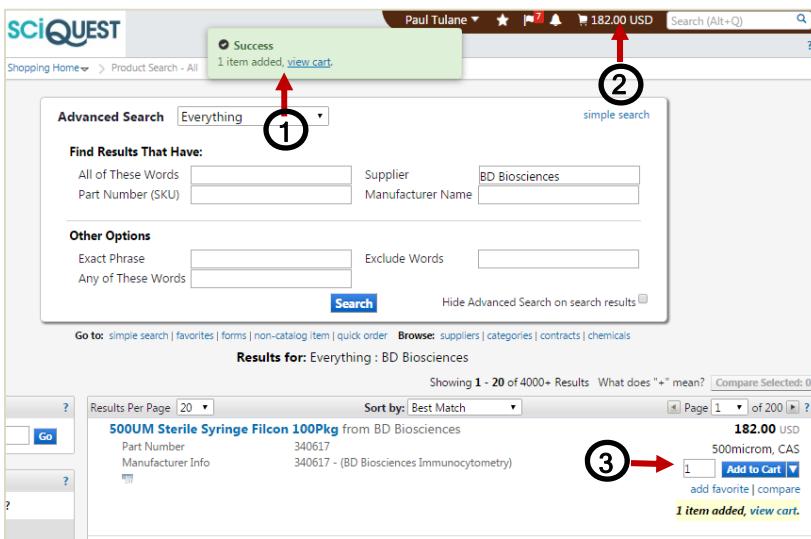
Hu CD11b/Mac-1 Alexa 700 ICRF44 100ug from BD Biosciences 315.00 USD
Part Number 557918
Manufacturer Info 557918 - (BD Biosciences Pharmingen)
0.1mg, EA 1 Add to Cart

Btk (pY551)/Itk (pY511) Alexa 488 50Tst from BD Biosciences 250.00 USD
Part Number 558130
Manufacturer Info 558130 - (BD Biosciences Pharmingen)
SOTEST, EA 1 Add to Cart

p120Catenin(pS268) A488 9a.390 50Tst from BD Biosciences 245.00 USD
Part Number 558558
Manufacturer Info 558558 - (BD Biosciences Pharmingen)
SOTEST, EA 1 Add to Cart

Filter Results Where are my counts? By Supplier Showing only results matching: BD Biosciences By Category Apoptosis Detection Kit Components Apoptosis Detection Kits Apoptosis-related Peptides Buffers Cell Culture Media more... By Packaging UOM CAS EA By Result Type Products By Manufacturer BD Biosciences Immunocytometry

4. Once the items have been added to your cart, a green Success dialogue box will appear, the **Cart Summary** in the upper right hand corner will update and a note below the Add to Cart button will update as well.



SCIQUEST

Success 1 item added, view cart.

Paul Tulane 182.00 USD

Advanced Search Everything simple search

Find Results That Have: All of These Words Supplier BD Biosciences Part Number (SKU) Manufacturer Name

Other Options Exact Phrase Exclude Words Any of These Words

Search Hide Advanced Search on search results

Go to: simple search | favorites | forms | non-catalog item | quick order | Browse | suppliers | categories | contracts | chemicals

Results for: Everything : BD Biosciences

Showing 1 - 20 of 4000+ Results What does "+" mean? Compare Selected: 0

500UM Sterile Syringe Filcon 100Pkg from BD Biosciences 182.00 USD
Part Number 340617
Manufacturer Info 340617 - (BD Biosciences Immunocytometry)
500microm, CAS 1 Add to Cart

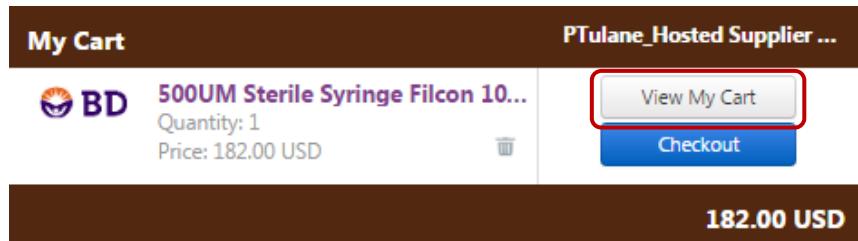
500microm, CAS 1 Add to Cart

1 item added, view cart.

5. To save your current cart, click the cart summary icon in the upper right hand corner.



6. Select the **View My Cart** button.



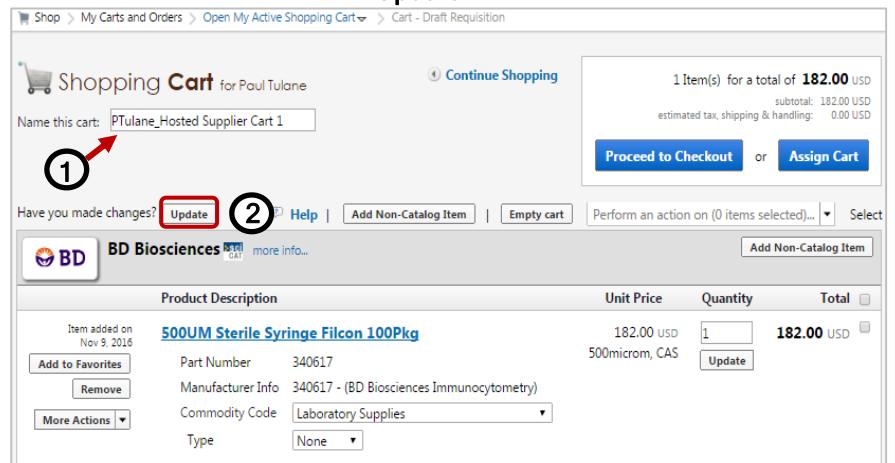
My Cart PTulane_Hosted Supplier ...

BD 500UM Sterile Syringe Filcon 10...
Quantity: 1
Price: 182.00 USD

View My Cart Checkout

182.00 USD

7. In the **Name this Cart** field, enter **UserName_Hosted Supplier Cart** as the cart's name and select **Update**.



Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition

Shopping Cart for Paul Tulane Continue Shopping

Name this cart: PTulane_Hosted Supplier Cart 1

1 Item(s) for a total of 182.00 USD
subtotal: 182.00 USD
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

1 Have you made changes? Update 2 Help | Add Non-Catalog Item | Empty cart | Perform an action on (0 items selected)... | Select

BD Biosciences more info...

Product Description Unit Price Quantity Total

500UM Sterile Syringe Filcon 100Pkg 182.00 USD 1 182.00 USD
Item added on Nov 9, 2016
Add to Favorites Remove
More Actions

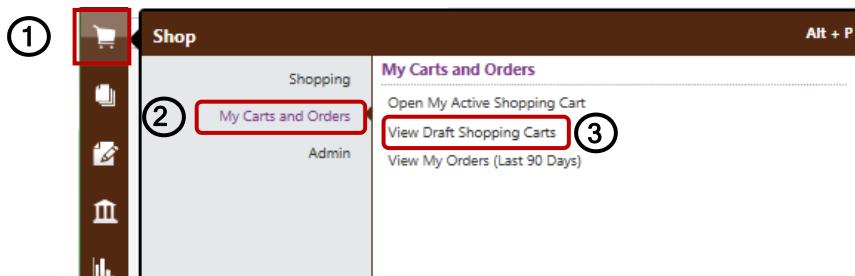
Part Number 340617
Manufacturer Info 340617 - (BD Biosciences Immunocytometry)
Commodity Code Laboratory Supplies
Type None

2.8 Assign Shopping Cart to Requestor

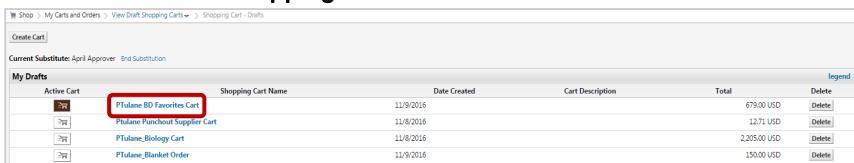
Target Audience: Shopper/Requester

You have the opportunity to assign a Shopping Cart to another user. This option is relevant to a Shopper role, as they can assign their draft cart to a department Requestor to fill in the accounting information. Assigning a cart is also useful to aggregate multiple items for different users, while still consolidating the request to one order.

1. Click the **Shopping Cart** icon and choose the **My Carts and Orders** option. To option an existing cart, select the **View Draft Shopping Carts**.



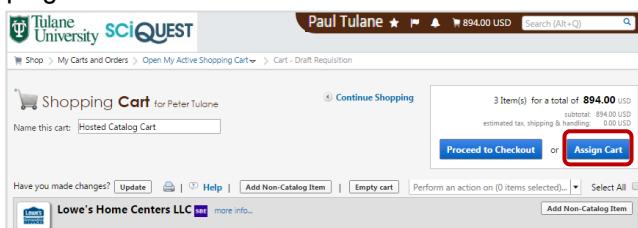
2. All draft carts will appear, select the desired cart for editing by clicking the **Favorites Shopping Cart**.



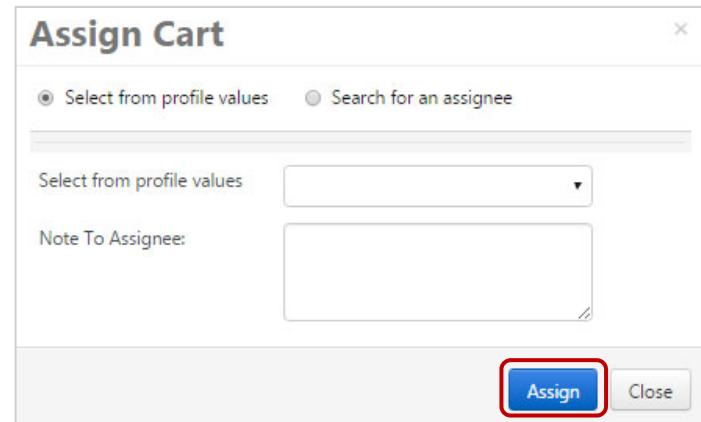
The screenshot shows the 'View Draft Shopping Carts' page with the following table:

My Drafts					
Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	Pfulan BD Favorites Cart	11/9/2016		679.00 USD	Delete
	Pfulan Fundout Supplier Cart	11/8/2016		12.71 USD	Delete
	Pfulan_Biology Cart	11/8/2016		2,205.00 USD	Delete
	Pfulan_Blanket Order	11/9/2016		150.00 USD	Delete

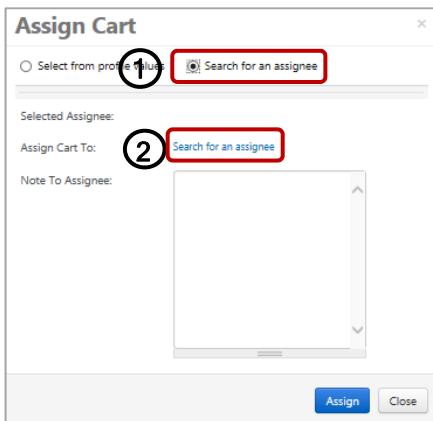
3. Once the active shopping cart is open, click the **Assign Cart** icon in the top right hand corner.



4. Clicking the **Assign Cart** button allows the user to search the Tulane directory for their Requestor, add them to their profile to expedite future efforts, and add a note to the assignee which will be delivered to their email via a system notification. You can assign carts by **Selecting Profile Values** or by **Searching for an Assignee**. To select a person based on Profile Values, select the **Select the profile value** option button.



5. To search for an assignee, choose the option button “Search for an assignee” and click the link entitled “Search for an assignee.”



Assign Cart

Select from profile values Search for an assignee

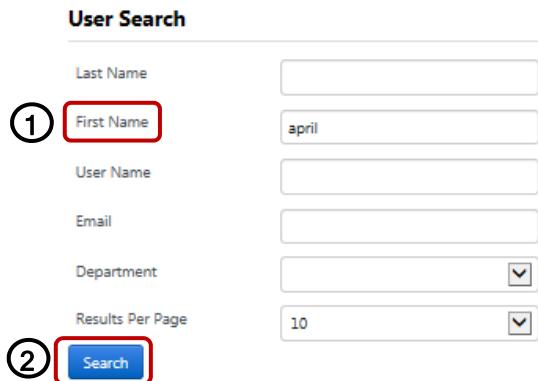
Selected Assignee:

Assign Cart To: **Search for an assignee**

Note To Assignee:

Assign **Close**

6. At the User Search screen, type in the information of the Requestor that is being assigned the cart and hit **Search**.



User Search

Last Name:

1 First Name: **april**

User Name:

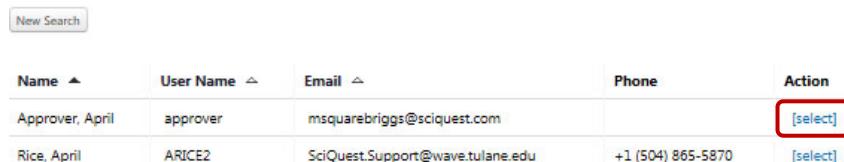
Email:

Department:

Results Per Page: **10**

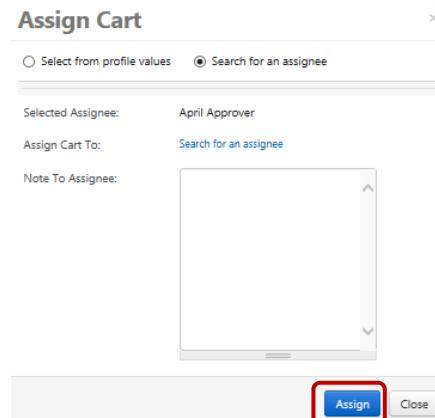
2 **Search**

7. Choose the appropriate person and click **Select**.



Name	User Name	Email	Phone	Action
Approver, April	approver	msquarebriggs@sciquest.com		[select]
Rice, April	ARICE2	SciQuest.Support@wave.tulane.edu	+1 (504) 865-5870	[select]

8. After selecting the assignee, click the **Assign** button.



Assign Cart

Select from profile values Search for an assignee

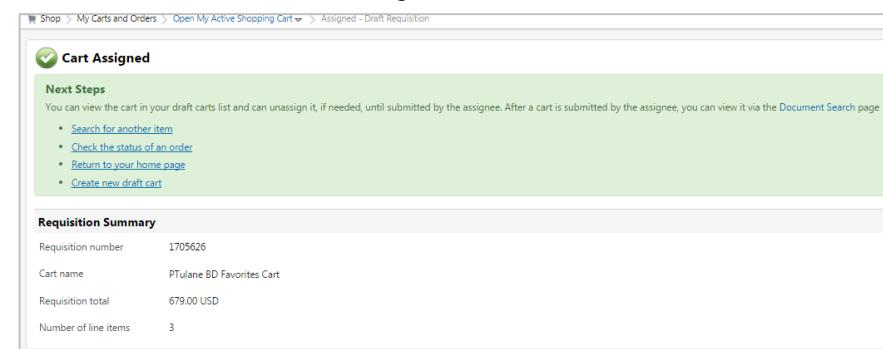
Selected Assignee: **April Approver**

Assign Cart To: **Search for an assignee**

Note To Assignee:

Assign **Close**

9. Once the assignee has been chosen, you will receive a confirmation that the cart has been assigned.



Cart Assigned

Next Steps
You can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the Document Search page

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

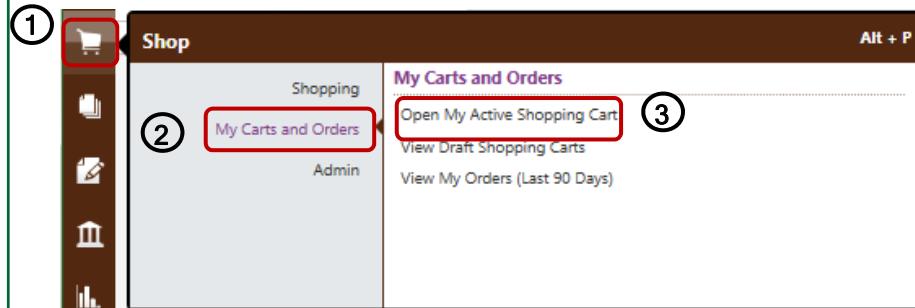
Requisition Summary

Requisition number	1705626
Cart name	PTulane BD Favorites Cart
Requisition total	679.00 USD
Number of line items	3

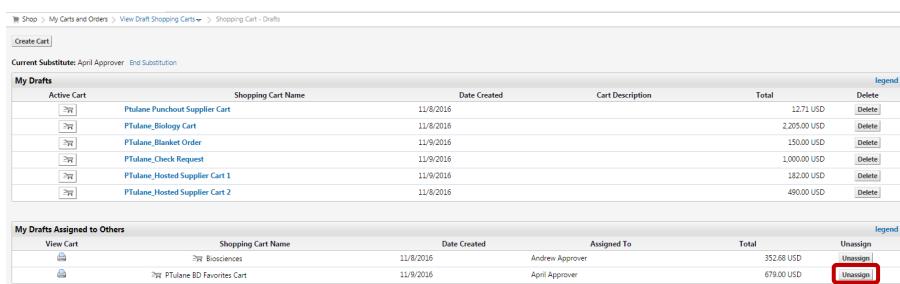
2.9 Unassign Shopping Cart to Requestor

Target Audience: Shopper/Requester

1. After logging in, click the **Shopping Cart** icon in the left menu panel, navigate to **My Carts and Orders** and select **Open My Active Shopping Cart**.

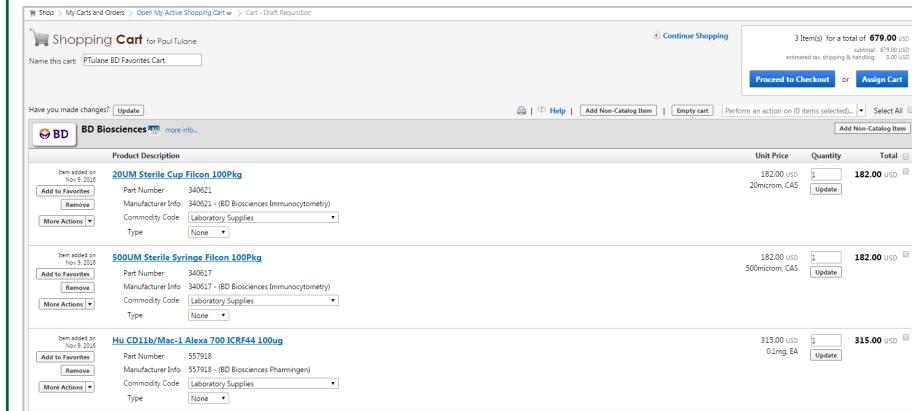


2. Below your drafts, there will be another section entitled "My Draft Assigned to Others". If you want to unassign that requestor, select the **Unassign** button.



View Cart	Shopping Cart Name	Date Created	Assigned To	Total	Unassign
	724 BD Biosciences	11/8/2016	Andrew Approver	352.68 USD	
	724 Tulane BD Favorites Cart	11/9/2016	April Approver	679.00 USD	

3. The requestor will no longer be assigned that cart and will not be notified of the change. The assigned cart will now return to the Shopper's personal shopping cart and the Shopper should communicate the changes with the Requestor.



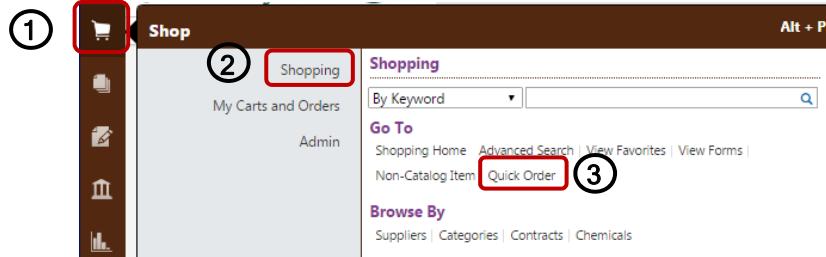
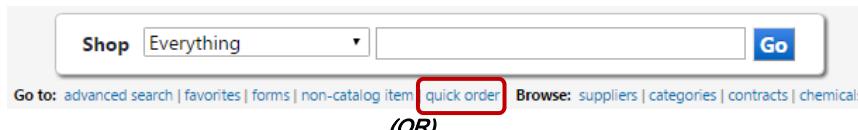
Product Description	Unit Price	Quantity	Total
200UM Sterile Cup Filcon 100Pkg	182.00 USD	1	182.00 USD
500UM Sterile Syringe Filcon 100Pkg	182.00 USD	1	182.00 USD
Hu CD11b/Mac-1 Alexa 700 ICRF44 100ug	315.00 USD	1	315.00 USD

2.10 Creating Shopping Carts from Quick Orders

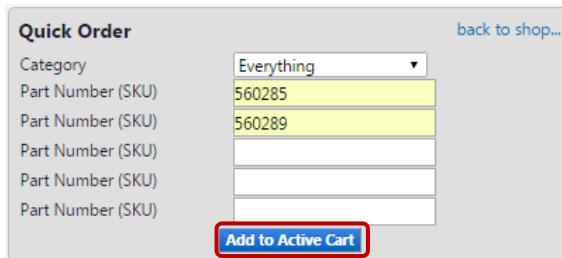
Target Audience: Shopper/Requester

Quick Order allows you to order one or more products simultaneously. Both the supplier and manufacturer part numbers are searched when using Quick Order. If the catalog number entered is an exact match to a product in the hosted catalogs, and there is only one match, the product is automatically added to the shopping cart. If an exact match is not found or more than one product is found, search results are presented to allow for the selection of the appropriate product. *Note: Quick orders are only accessible via Hosted Catalogs.*

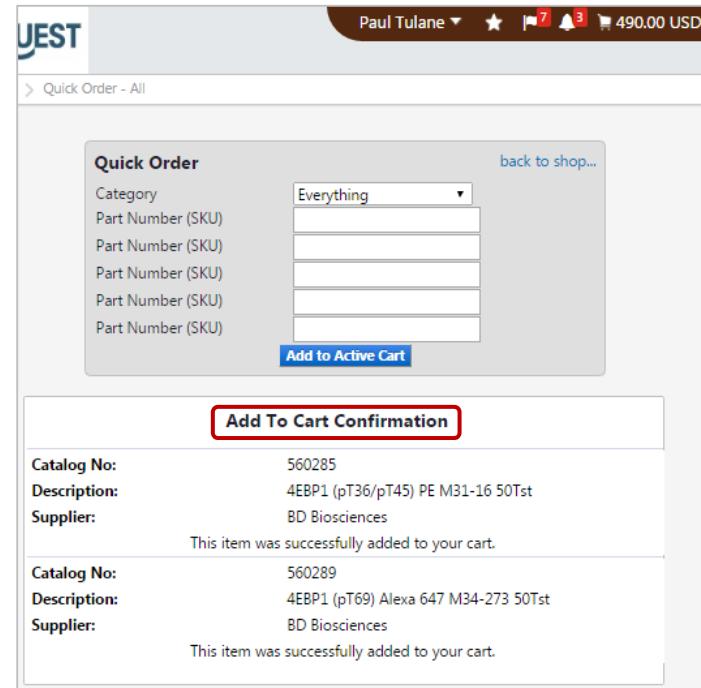
1. To enable quick orders, it is recommended that users use the supplier part number rather than manufacturer number. To access quick orders, users can select the **Quick Order** option by selecting the **browse by Quick Order** link on the home page **OR** by selecting the **Quick Order** option in the Shopping tab of the navigation menu.



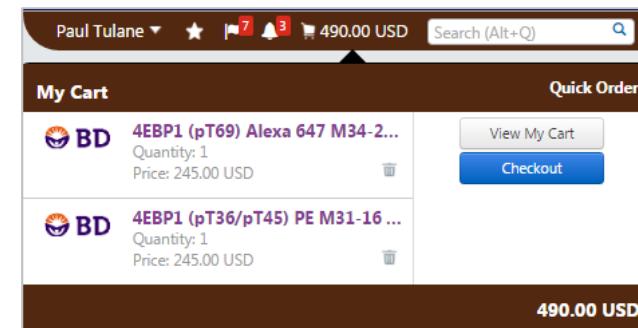
2. For this example, Supplier part numbers 560285 and 560289 will be used. Once SKUs are entered, select the **Add to Active Cart** icon.



3. An add to cart confirmation will appear and the cart summary in the top right hand corner should reflect the items selected.



The screenshot shows the SCIQUEST interface. At the top, there is a header with 'Paul Tulane', a user icon, and a cart icon showing '490.00 USD'. Below this is a 'Quick Order' section with a dropdown set to 'Everything'. The 'Add to Active Cart' button is highlighted with a red box. Below this is an 'Add To Cart Confirmation' section. It shows two items added: 'Catalog No: 560285, Description: 4EBP1 (pT36/pT45) PE M31-16 50Tst, Supplier: BD Biosciences' and 'Catalog No: 560289, Description: 4EBP1 (pT69) Alexa 647 M34-273 50Tst, Supplier: BD Biosciences'. Both items have a message 'This item was successfully added to your cart.' At the bottom, the total '490.00 USD' is displayed.



The screenshot shows the 'My Cart' page. It lists two items: '4EBP1 (pT69) Alexa 647 M34-273 50Tst' and '4EBP1 (pT36/pT45) PE M31-16 50Tst', both from 'BD'. The total price '490.00 USD' is displayed at the bottom.

2.11 Creating Shopping Carts from Non-Catalog Items

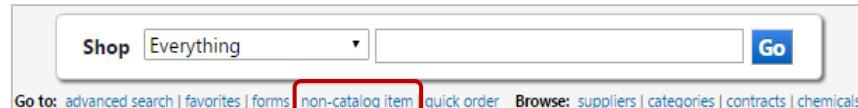
Target Audience: Shopper/Requester

Non-Catalog Requests are intended to address purchasing needs that fall outside of typical requests for goods and/or contract enabled supplier items.

Building a Non-Catalog request will not require navigation outside of the Tulane SciQuest environment. Prior to beginning a Non-Catalog Request, ensure your cart contents are empty. Non-Catalog Requests follow a different approval route and cannot be mixed with other order types (e.g. Punchout items, Catalog Items, Form items)

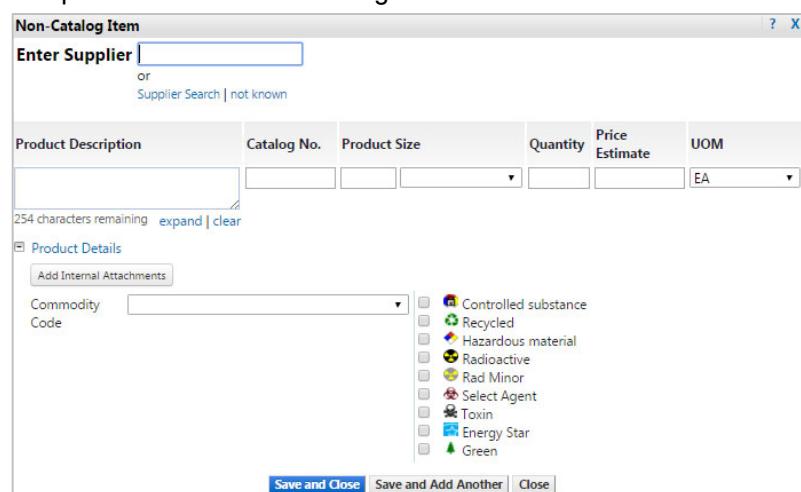
Once you have completed a Non-Catalog Request, you will add the items to your cart, navigate to the draft cart and follow a standard checkout process.

1. From the Shopping home page, click the **Non-Catalog Item** link located in the "Go To" menu. It appears directly under the search bar.



Shop Everything Go
Go to: advanced search | favorites | forms **non-catalog item** quick order Browse: suppliers | categories | contracts | chemicals

2. The Non-Catalog link opens a separate order form which includes required fields for Non-Catalog item information.



Non-Catalog Item
Enter Supplier
or
Supplier Search | not known

Product Description	Catalog No.	Product Size	Quantity	Price Estimate	UOM
<input type="text"/>					

254 characters remaining [expand](#) [clear](#)

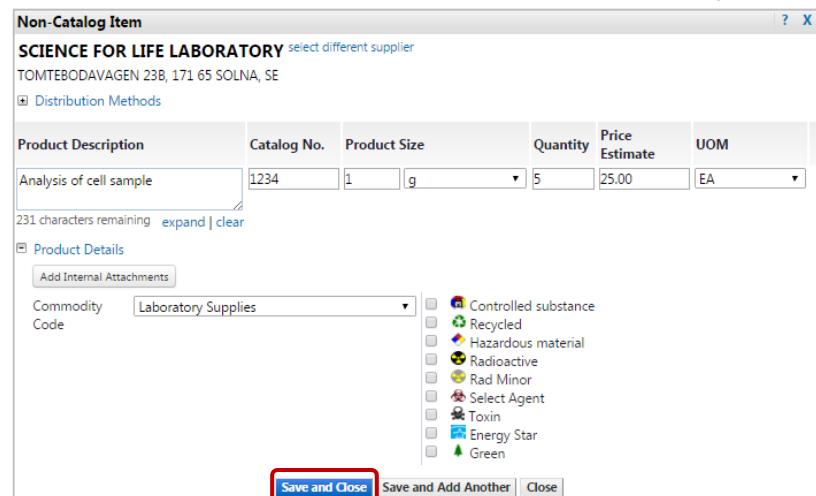
Product Details [Add Internal Attachments](#)

Commodity

Controlled substance
 Recycled
 Hazardous material
 Radioactive
 Rad Minor
 Select Agent
 Toxin
 Energy Star
 Green

Save and Close **Save and Add Another** **Close**

3. Enter **Supplier** is a search-enabled field which queries the entire supplier directory. If you cannot locate your supplier, a new supplier request may be necessary.
4. **Complete** each of the required fields (indicated in bold) with the appropriate information. Included are: Product, Description, Catalog No., Product Size, Quantity, Price Estimate, and UOM. Adding the commodity code is optional, but beneficial.
5. Additional line items can be added by using the **Save and Add Another** button located at the bottom of the Non-Catalog Request form.
6. Once all necessary information has been entered, click **Save and Close** This will deposit your non-catalog line items into your cart. Navigate to the cart and save it as **UserName NonCatalog Item Cart**.



Non-Catalog Item
SCIENCE FOR LIFE LABORATORY [select different supplier](#)
TOMTEBODAVAGEN 23B, 171 65 SOLNA, SE
 Distribution Methods

Product Description	Catalog No.	Product Size	Quantity	Price Estimate	UOM
Analysis of cell sample	1234	1	g	5	25.00

231 characters remaining [expand](#) [clear](#)

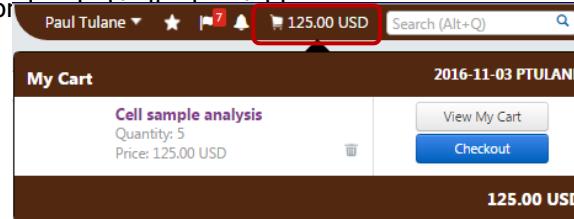
Product Details [Add Internal Attachments](#)

Commodity

Controlled substance
 Recycled
 Hazardous material
 Radioactive
 Rad Minor
 Select Agent
 Toxin
 Energy Star
 Green

Save and Close **Save and Add Another** **Close**

7. Proceed to your cart to begin the checkout process by clicking the cart icon in the top right corner.



Paul Tulane [Logout](#) [7](#) [Cart](#) **125.00 USD** [Search \(Alt+Q\)](#)

My Cart **2016-11-03 PTULANE**

Cell sample analysis	View My Cart
Quantity: 5 Price: 125.00 USD	Checkout

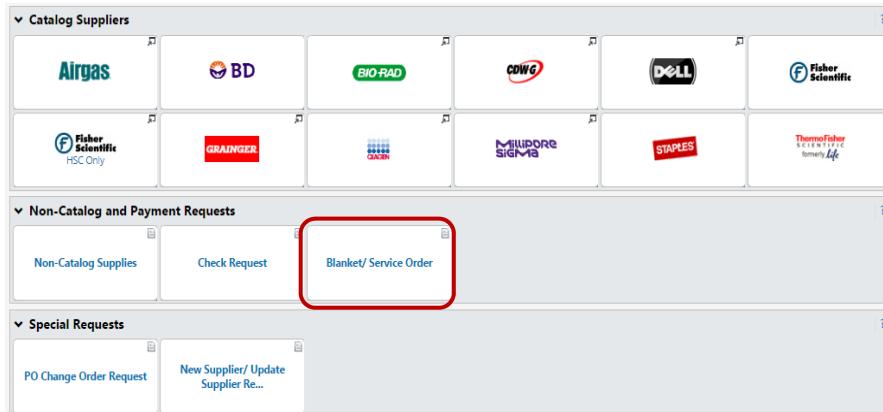
125.00 USD

2.12 Creating Shopping Carts from Blanket Services/Order

Target Audience: Shopper/Requester

Blanket orders should be made for **intangible items only** such as services, repairs, maintenance and leasing. Blanket orders should be completed using the Blanket Service/Order from in SciQuest.

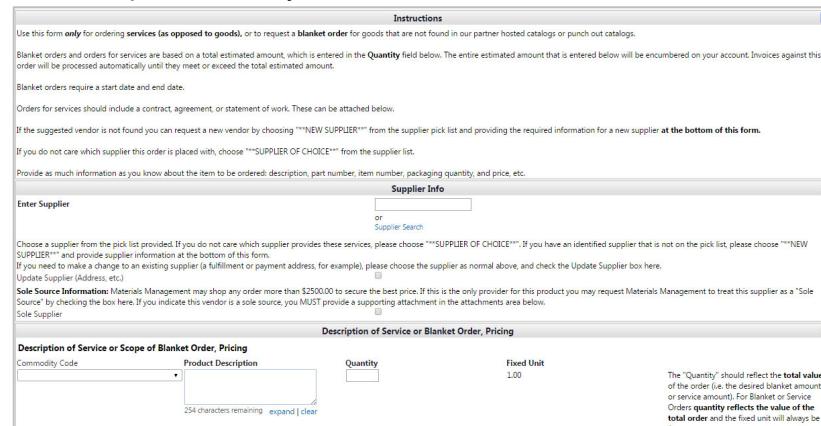
1. From the Shopping Homepage, select the Blanket Service/Order icon in the Non-Catalog and Payment Requests section.



The Non-Catalog and Payment Requests section includes:

- Non-Catalog Supplies
- Check Request
- Blanket/ Service Order** (highlighted with a red box)

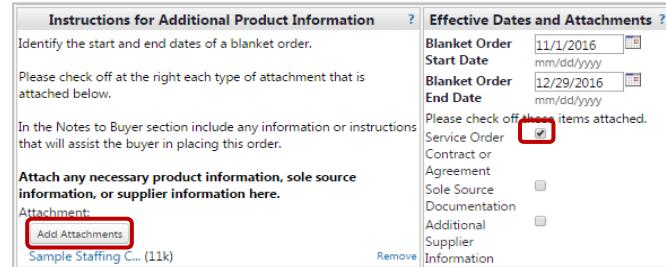
2. The **Blanket Service/Order** form will appear. Read the instructions carefully and complete the form ensuring all required fields are filled in. Required fields are in bold including the Supplier Name, Product Description, Quantity, Blanket Order Start and End Dates.



The form includes the following sections:

- Instructions**: Use this form only for ordering services (as opposed to goods), or to request a blanket order for goods that are not found in our partner hosted catalogs or punch out catalogs.
- Supplier Info**: Enter Supplier or Supplier Search. Choose a supplier from the pick list. If you do not care which supplier provides these services, please choose "SUPPLIER OF CHOICE". If you have an identified supplier that is not on the pick list, please choose "NEW SUPPLIER" and provide supplier information at the bottom of this form.
- Soe-Source Information**: Materials Management may shop any order more than \$2500.00 to secure the best price. If this is the only provider for this product you may request Materials Management to treat this supplier as a "Soe-Source" by checking the box here. If you indicate this vendor is a sole source, you MUST provide a supporting attachment in the attachments area below.
- Description of Service or Scope of Blanket Order, Pricing**: Commodity Code, Product Description, Quantity, Fixed Unit, and a note about the quantity reflecting the total value of the order.

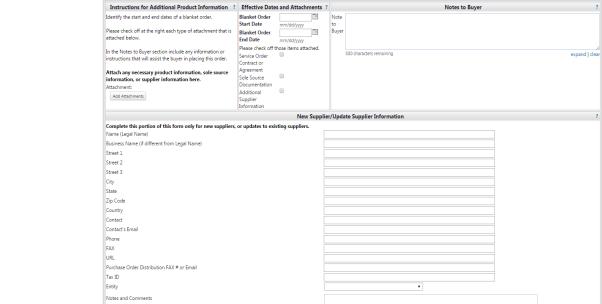
3. If there are attachments for this order, add the attachments and select the appropriate checkbox that corresponds with the attachment.



The 'Effective Dates and Attachments' section includes:

- Blanket Order: 11/1/2016
- Start Date: mm/dd/yyyy
- Blanket Order: 12/29/2016
- End Date: mm/dd/yyyy
- Please check off the items attached.
- Service Order** (highlighted with a red box)
- Contract or Agreement
- Sole Source Documentation
- Additional Supplier Information

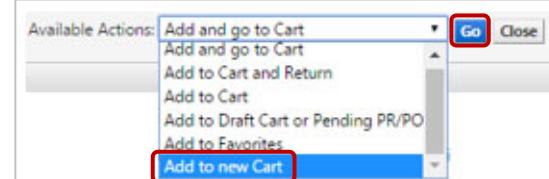
4. If a new supplier is required, complete the **New Supplier Information** at the bottom of the form.



The 'New Supplier/Update Supplier Information' section includes:

- Instructions for Additional Product Information
- Effective Dates and Attachments
- New Supplier/Update Supplier Information
- Add Attachment (highlighted with a red box)

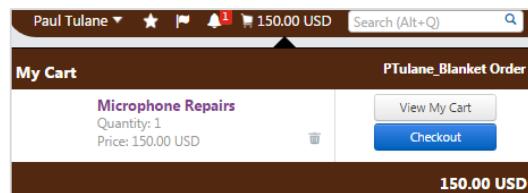
5. Once the form is completed, select **Add to New Cart** from the **Available Actions** drop down menu. Navigate to the Shopping Cart drafts and save the shopping cart as **UserName_NonCatalog Item Cart**.



The 'Available Actions' menu includes:

- Add and go to Cart
- Add and go to Cart
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO
- Add to Favorites
- Add to new Cart** (highlighted with a red box)

6. Proceed to your cart to begin the checkout process by clicking the cart icon located in the top right menu.



The Shopping Cart page includes:

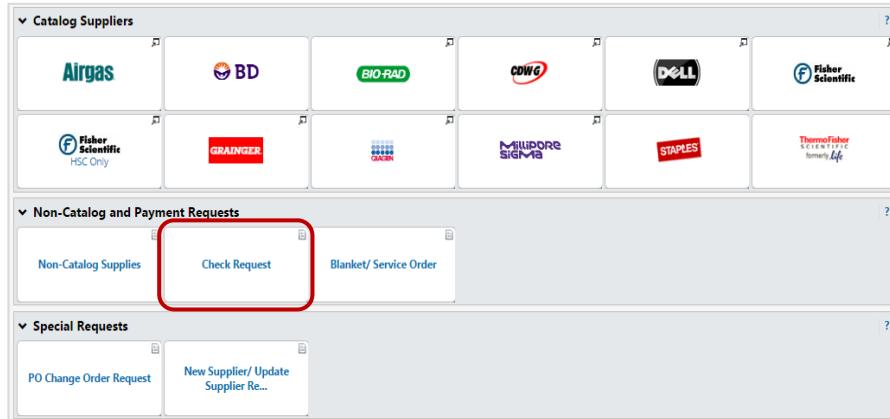
- My Cart
- PTulane Blanket Order
- Microphone Repairs
- Quantity: 1
- Price: 150.00 USD
- View My Cart
- Checkout (highlighted with a red box)
- 150.00 USD

2.13 Creating Shopping Carts from Check Request

Target Audience: Shopper/Requester

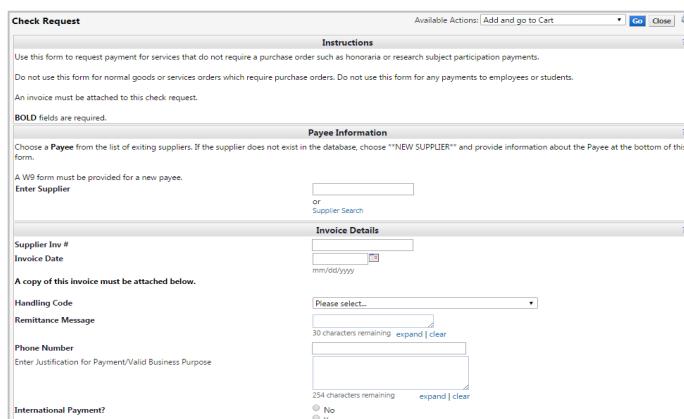
Check requests should be submitted for services that **do not require a purchase order**. All check requests must be accompanied by an invoice upon submission.

1. From the **Shopping Homepage**, select the **Check Request** icon in the Non-Catalog and Payment Requests section.



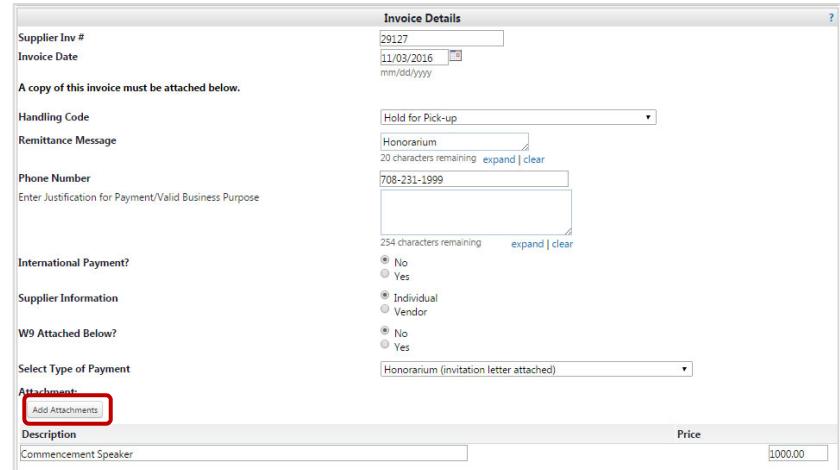
The screenshot shows the Tulane University Shopping Homepage. The 'Non-Catalog and Payment Requests' section is expanded, displaying three buttons: 'Non-Catalog Supplies', 'Check Request' (which is highlighted with a red box), and 'Blanket/ Service Order'.

2. The **Check Request** form will appear. Read the instructions carefully and complete the form ensuring all required fields are filled in. Required fields are in bold including the Supplier Invoice #, Invoice Date, Invoice Attachment, Handling Code, Remittance Message, Phone Number, Internal Payment, Supplier Information, etc.



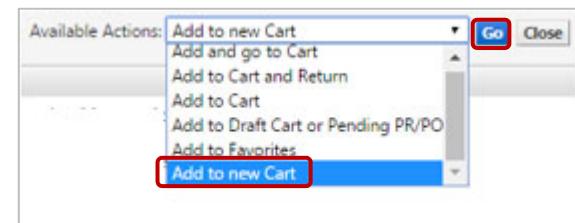
The screenshot shows the 'Check Request' form. The 'Payee Information' section is expanded, displaying fields for 'Supplier Name' (with a 'Supplier Search' button), 'Supplier Inv #' (with a date input field), 'Invoice Date' (with a date input field), 'Handling Code' (with a dropdown menu), 'Remittance Message' (with a text input field), 'Phone Number' (with a text input field), and 'International Payment' (with radio buttons).

3. Complete all required fields and attached all supporting documentation.



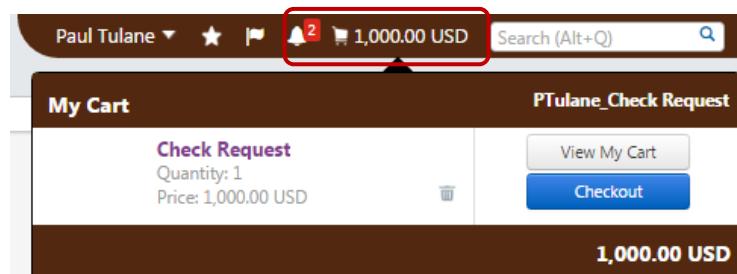
The screenshot shows the 'Invoice Details' form. It includes fields for 'Supplier Inv #' (29127), 'Invoice Date' (11/03/2016), 'Handling Code' (Hold for Pick-up), 'Remittance Message' (Honorary), 'Phone Number' (708-231-1999), 'International Payment?' (No), 'Supplier Information' (Individual), 'W9 Attached Below?' (No), 'Select Type of Payment' (Honorary (invitation letter attached)), and an 'Attachment' section with a 'Add Attachments' button.

4. Once the form is completed, select **Add to New Cart** from the Available Actions drop down menu. Navigate to the Shopping Cart drafts and save the shopping cart as **UserName_Check Request Cart**



The screenshot shows the 'Available Actions' dropdown menu. The 'Add to new Cart' option is highlighted with a red box. Other options include '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'.

3. Proceed to your cart to begin the checkout process by clicking the cart icon located in the top right menu.



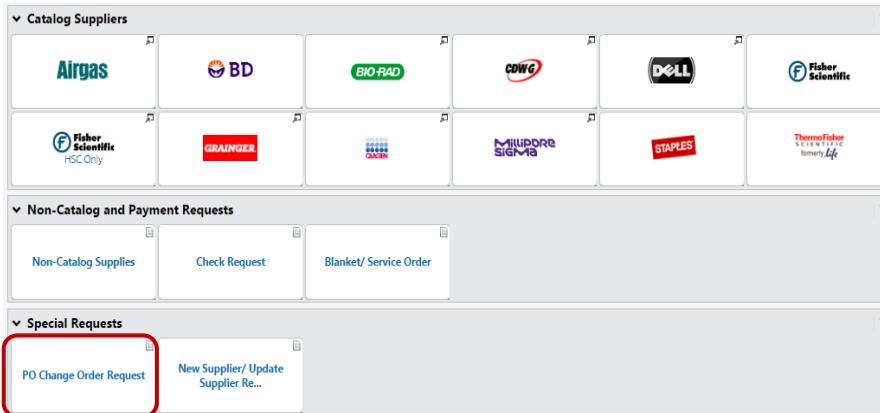
The screenshot shows the 'My Cart' page. The cart summary shows a single item: 'Check Request' (Quantity: 1, Price: 1,000.00 USD). The page includes a 'View My Cart' button and a 'Checkout' button. The total amount '1,000.00 USD' is displayed prominently at the bottom.

2.14 Submitting a Change Order Request

Target Audience: Shopper/Requester

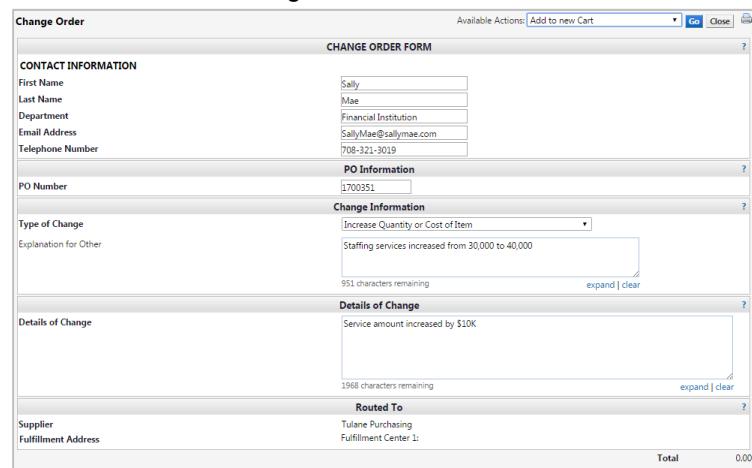
A Change Order should be submitted to request changes for purchase orders. These changes may include canceling lines, increasing amounts, and changing indexes. Accounting code changes consider previous invoice activity, complexity of accounting code on the original purchase order, and the impact of issuing a new purchase order.

1. From the **Shopping Homepage**, select the **PO Change Order Request** icon in the Special Requests section.



2. The **Change Order** form will appear. Read the instructions carefully and complete the form ensuring all required fields are filled in. Required fields are in bold including the First Name, Last Name, Department, Email Address, Telephone Number, PO Number, Type of Change, Details of Change, Supplier and Fulfillment Address.
3. The form is designed with required fields (*shown in bold) and optional fields. Enter your first name and last name, PO Number and Department. Ensure the PO number and Supplier name correspond to the purchase order you wish to change.
4. Details of Change is an additional text to further elaborate the requirements of the change order request.

3. Select Type of Change from the dropdown menu. Options include: Change Chartfield Only, Decrease Amount, Increase Amount, or Multiple Changes. This drop down menu allows the workflow to properly route the change order request.
4. Select the Commodity Code consistent with the original purchase order. This ensures the appropriate Procurement representative will receive the request.
5. Once all necessary fields have been completed, **Navigate** to the **Available Actions** drop down menu, select Add and Go to Shopping Cart. This will deposit your change order request into a draft cart. Please note: If other miscellaneous items are already in your cart (e.g. punchout items, Non-Catalog Request, Catalog Order,), you will receive an error message.



Change Order

CONTACT INFORMATION

First Name: **Sally**
Last Name: **Mae**
Department: **Financial Institution**
Email Address: **SallyMae@sallymae.com**
Telephone Number: **708-321-3019**

PO Number: **1700351**

Change Information

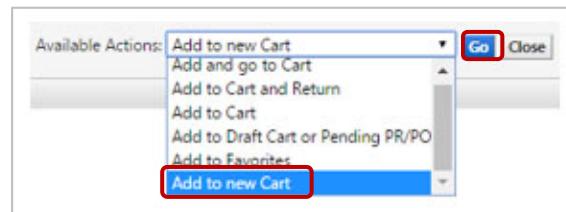
Type of Change: **Increase Quantity or Cost of Item**
Explanation for Other: **Staffing services increased from 30,000 to 40,000**
951 characters remaining

Details of Change

Service amount increased by \$10K
1968 characters remaining

Routed To: **Tulane Purchasing**
Fulfillment Address: **Fulfillment Center 1**

6. From the **Available Actions**, select **Add to New Cart**. Navigate to the Shopping Cart drafts and save the shopping cart as **UserName_Change Order Request**.



Available Actions:

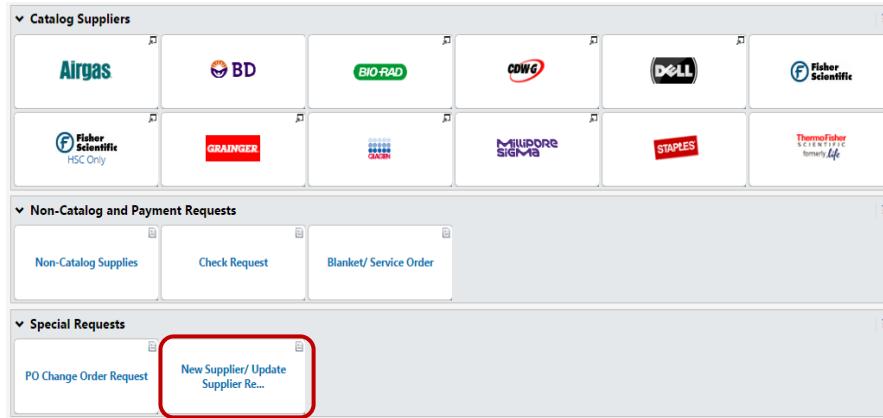
- Add to new Cart
- Add and go to Cart
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO
- Add to Favorites
- Add to new Cart**

2.15 Submit a New Supplier/Update Request

Target Audience: Shopper/Requester

Suppliers must be setup prior to submitting a request. Please ensure you allow sufficient time for supplier onboarding to occur. This applies for both traditional requisitions and check requests.

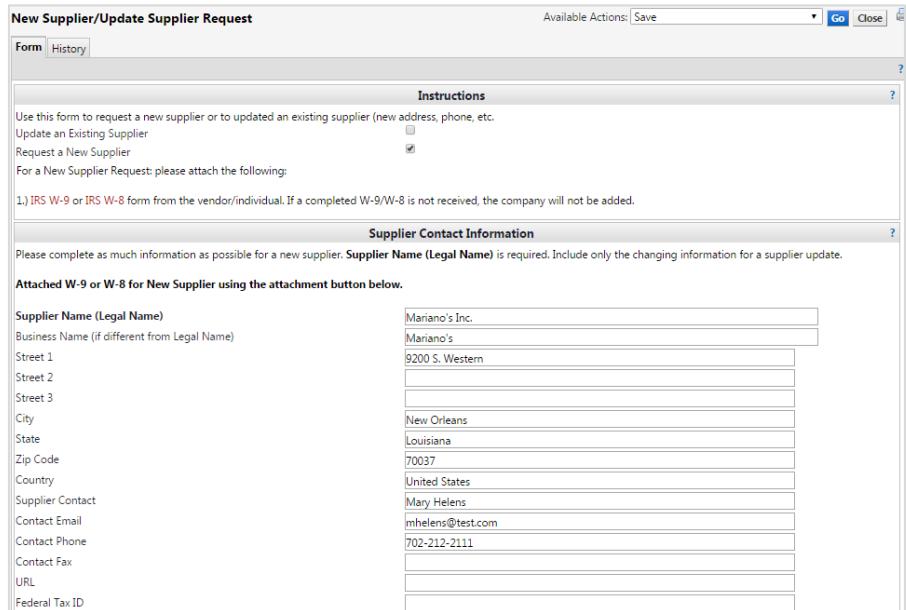
1. From the **Shopping Homepage**, select the **New Supplier/Update Supplier Request** icon in the Special Requests section.



The Shopping Homepage displays various request categories. The 'Special Requests' section is expanded, showing 'PO Change Order Request' and 'New Supplier/ Update Supplier Re...'. The 'New Supplier/ Update Supplier Re...' button is highlighted with a red box.

2. The **New Supplier/Update Supplier Request** form will appear. Read the instructions carefully and complete the form ensuring all required fields are filled in. Identify whether or not you will be updating an existing supplier and request a new supplier. Then complete the Supplier Contact Information to your best ability.

3. Complete all required fields and attached all supporting documentation.



New Supplier/Update Supplier Request

Available Actions: Save

Instructions

Use this form to request a new supplier or to updated an existing supplier (new address, phone, etc.).
 Update an Existing Supplier
 Request a New Supplier
 For a New Supplier Request, please attach the following:
 1.) IRS W-9 or IRS W-8 form from the vendor/individual. If a completed W-9/W-8 is not received, the company will not be added.

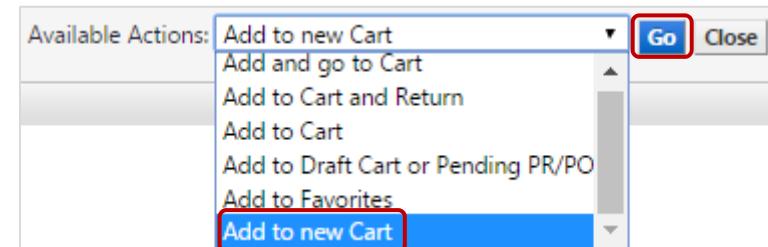
Supplier Contact Information

Please complete as much information as possible for a new supplier. **Supplier Name (Legal Name)** is required. Include only the changing information for a supplier update.

Attached W-9 or W-8 for New Supplier using the attachment button below.

Supplier Name (Legal Name)	Manano's Inc.
Business Name (if different from Legal Name)	Mariano's
Street 1	9200 S. Western
Street 2	
Street 3	
City	New Orleans
State	Louisiana
Zip Code	70037
Country	United States
Supplier Contact	Mary Helens
Contact Email	mhelens@test.com
Contact Phone	702-212-2111
Contact Fax	
URL	
Federal Tax ID	

4. From the Available Actions, select **Add to New Cart**.



Available Actions:

3. You will be redirected to your **Shopping Cart**. Save the shopping cart as **UserName_New Supplier Request**.



Shopping Cart for Paul Tulane

Name this cart:

Have you made changes?

Product Description

Open added on Nov 9, 2016	<input type="button" value="Add to Favorites"/> <input type="button" value="Remove"/> <input type="button" value="More Actions"/>	<input type="button" value="open form..."/>
New Supplier/Update Supplier Request		Unit Price: 0.00 USD
Entry Type: C Corporation		Quantity: 1
Supplier Name (Legal Name): Manano's Inc.		Total: 0.00 USD
Commodity Code: Other		
Type: None		