

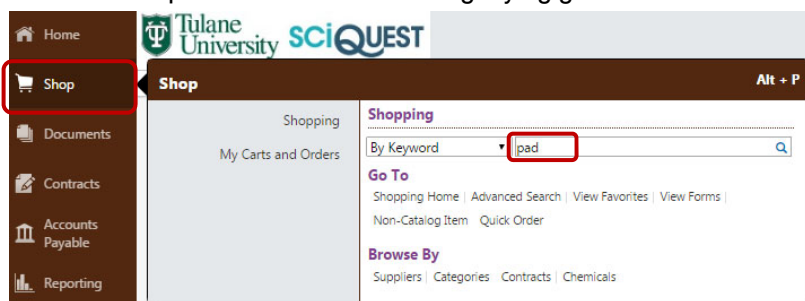
# Tulane University SciQuest

*Module 2: Cart Creation  
Training User Guides*

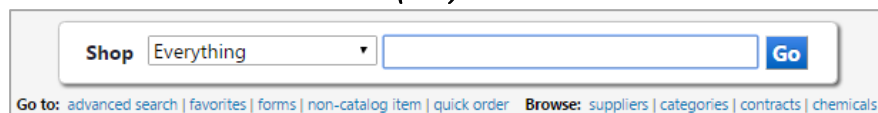
## 2.0 Searching for Items and Filtering Results

Target Audience: Shopper/Requester

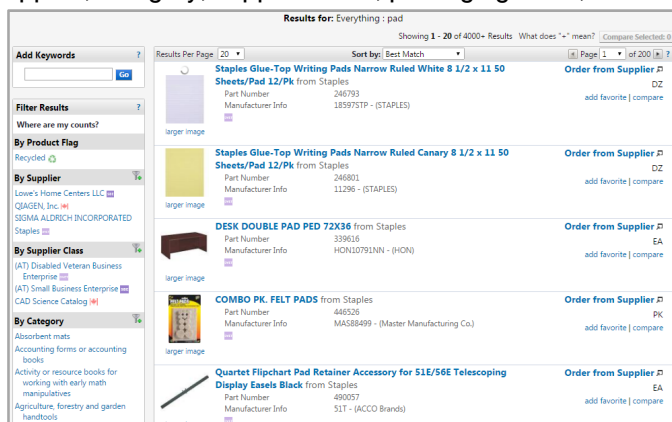
- Once logged into SciQuest, users can shop for items using two methods. Users can click the **Shopping Cart** icon and search for a product in the search field **OR** users can use the **Shop at the Top** shortcut on the Shopping Homepage to search for products. Products can be searched by a keyword,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




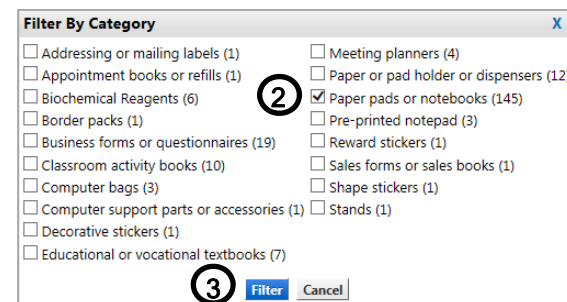
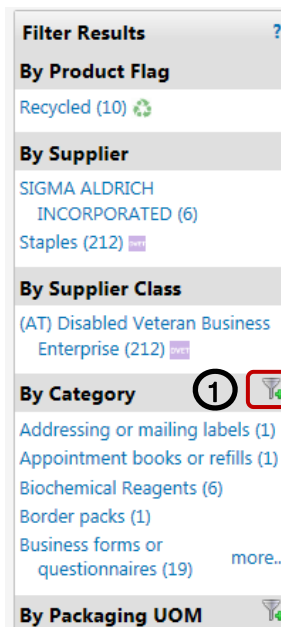
(OR)



- 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**.

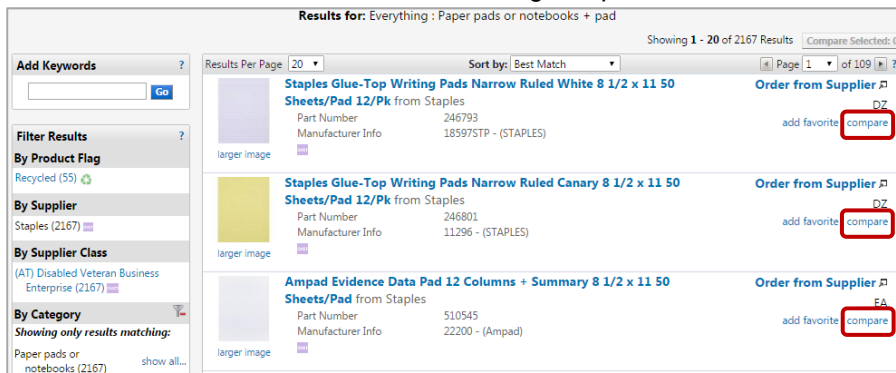


## 2.1 Comparing Catalog Product Results

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

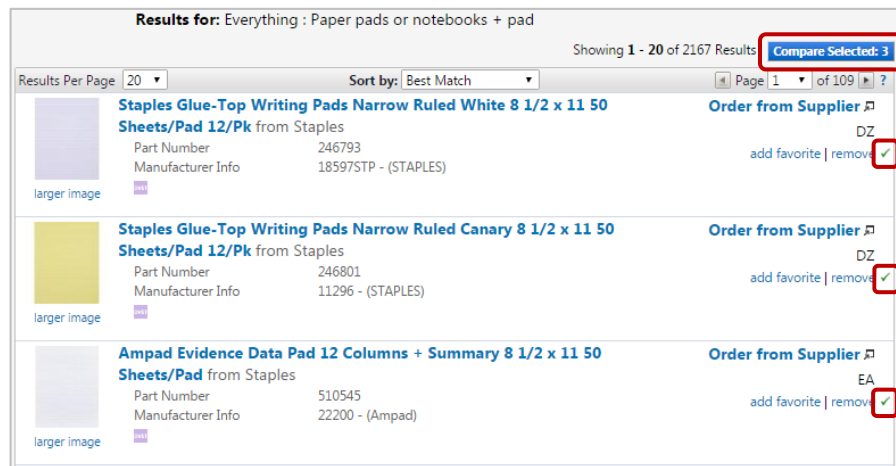
Add Keywords:  Go

Filter Results: By Product Flag, By Supplier, By Supplier Class, By Category

Results Per Page: 20 Sort by: Best Match Page 1 of 109

Product Details	Part Number	Manufacturer Info	Order from Supplier	add favorite	compare
Staples Glue-Top Writing Pads Narrow Ruled White 8 1/2 x 11 50 Sheets/Pad 12/Pk from Staples	246793	18597STP - (STAPLES)	DZ		<input checked="" type="checkbox"/>
Staples Glue-Top Writing Pads Narrow Ruled Canary 8 1/2 x 11 50 Sheets/Pad 12/Pk from Staples	246801	11296 - (STAPLES)	DZ		<input checked="" type="checkbox"/>
Ampad Evidence Data Pad 12 Columns + Summary 8 1/2 x 11 50 Sheets/Pad from Staples	510545	22200 - (Ampad)	EA		<input checked="" type="checkbox"/>

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

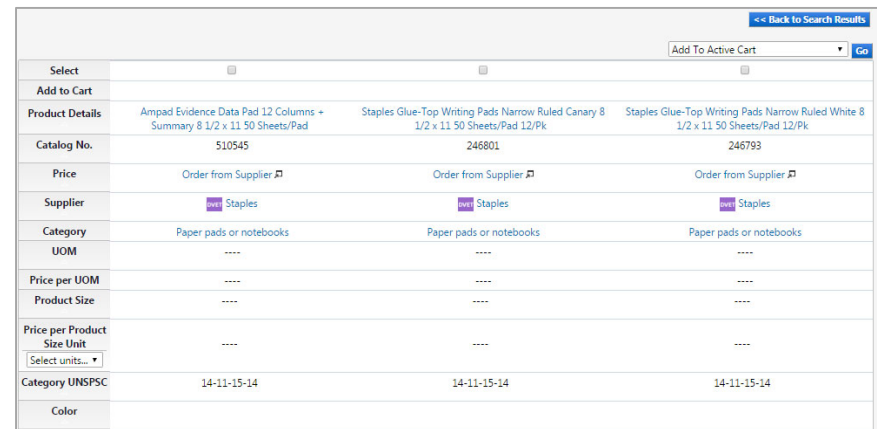
Showing 1 - 20 of 2167 Results

Compare Selected: 3

Results Per Page: 20 Sort by: Best Match Page 1 of 109

Product Details	Part Number	Manufacturer Info	Order from Supplier	add favorite	remove
Staples Glue-Top Writing Pads Narrow Ruled White 8 1/2 x 11 50 Sheets/Pad 12/Pk from Staples	246793	18597STP - (STAPLES)	DZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staples Glue-Top Writing Pads Narrow Ruled Canary 8 1/2 x 11 50 Sheets/Pad 12/Pk from Staples	246801	11296 - (STAPLES)	DZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ampad Evidence Data Pad 12 Columns + Summary 8 1/2 x 11 50 Sheets/Pad from Staples	510545	22200 - (Ampad)	EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

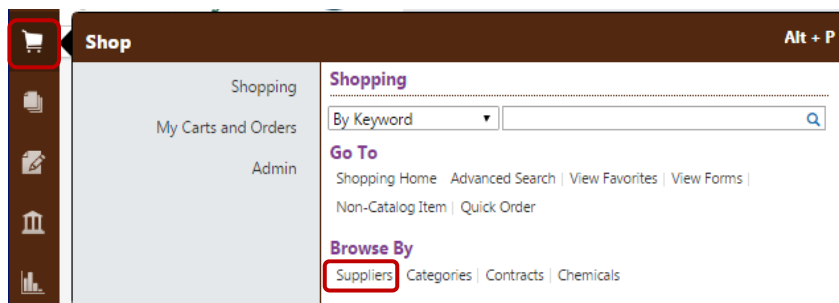


Select	Product Details	Catalog No.	Price	Supplier	Category	UOM	Price per UOM	Product Size	Price per Product Size Unit	Category UNSPSC	Color
<input checked="" type="checkbox"/>	Ampad Evidence Data Pad 12 Columns + Summary 8 1/2 x 11 50 Sheets/Pad	510545	Order from Supplier	Staples	Paper pads or notebooks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

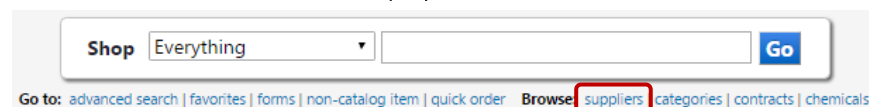
## 2.2 Search by Supplier/Shop by Supplier

Target Audience: Shopper/Requester

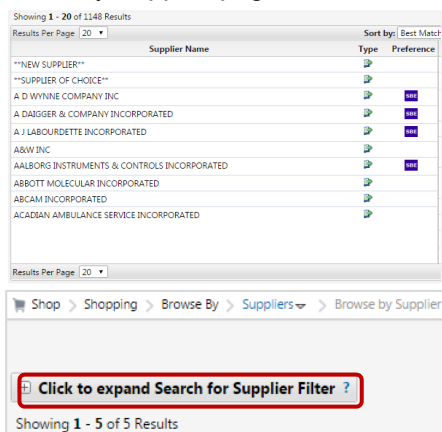
- In addition to searching for products, users can also browse SciQuest by suppliers by accessing the **browse by Supplier** link on the home page **OR** by using the **Shopping Cart** in the left hand navigation menu,



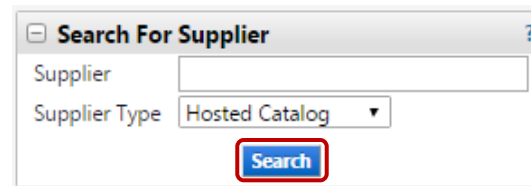
(OR)



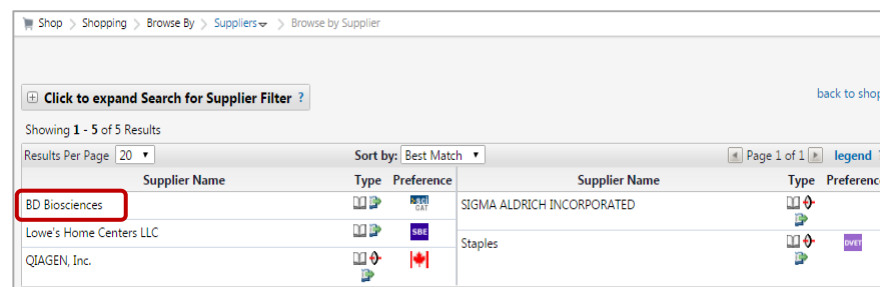
- A comprehensive list of suppliers will appear and users can filter based on hosted catalog, punch-out supplier, etc. Expand the search filter on the Browse by Supplier page to view the supplier filter.




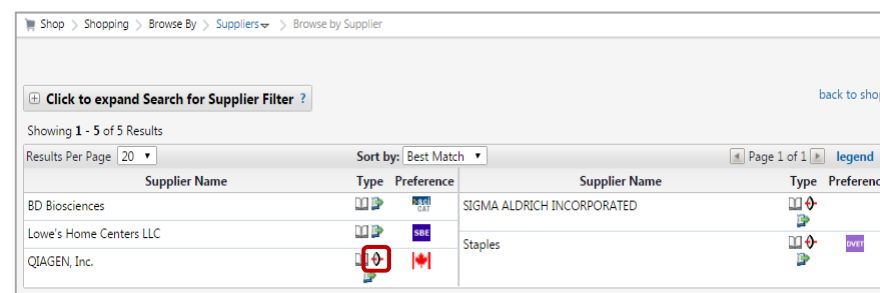
- Users can search for suppliers by supplier name and/or supplier type. Select the **Supplier Type** dropdown box to perform a more specific search. After entering the supplier criteria, select the **Search** icon.



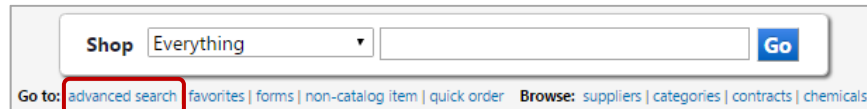
- Supplier results will appear along with icons describing the supplier type and supplier preference. To see an icon definition, hover the mouse over that icon. By clicking on the supplier name from the initial search results page, a summary of the supplier will be displayed.



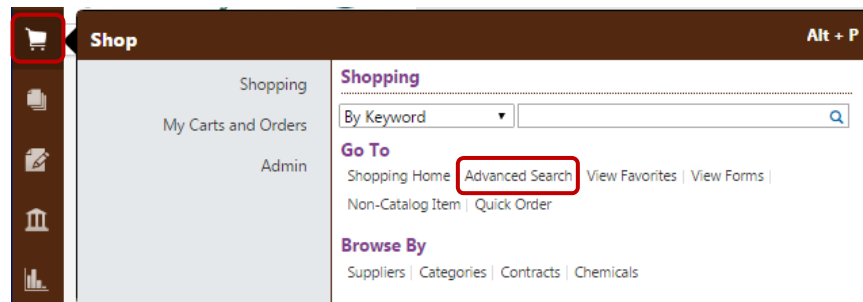
- To access a supplier's punchout catalog from the search results, select the  icon.



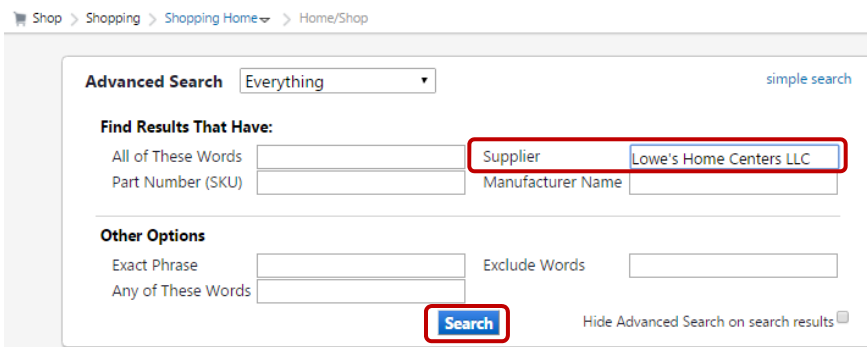
5. To shop by supplier, access the **Advanced Search** link on the home page **OR** from the **Advanced Search** link in the left hand **Shopping Cart** navigation menu.



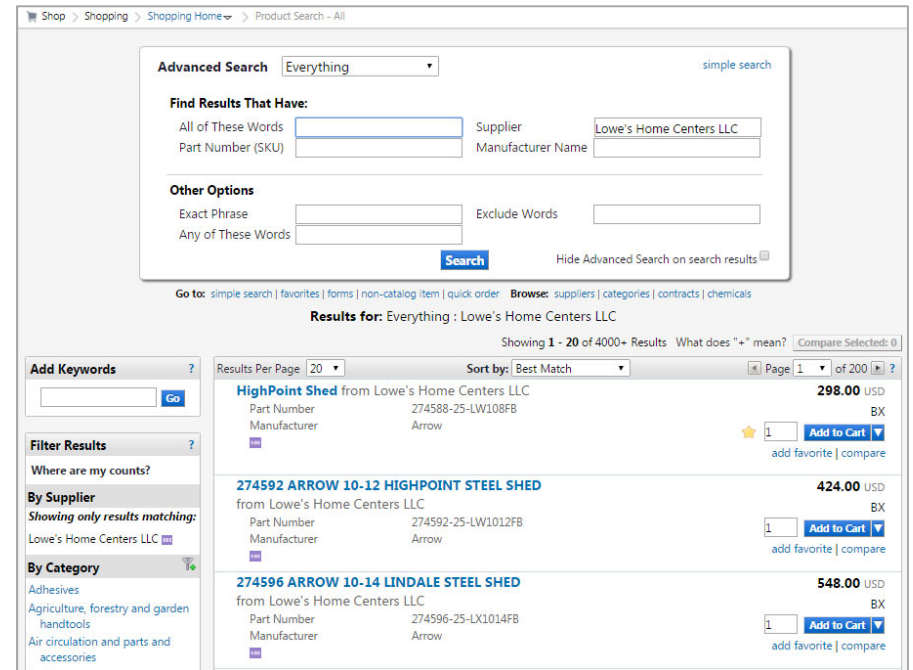
(OR)























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.

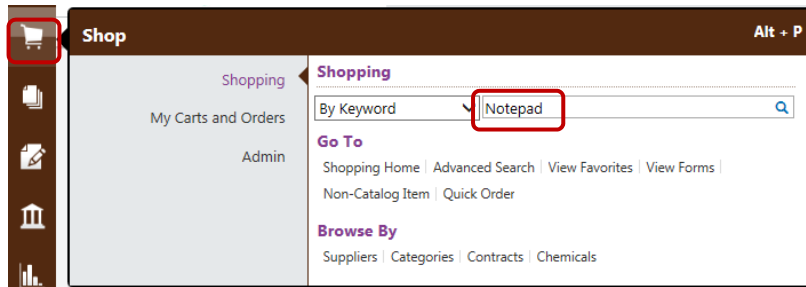
	(AT) Disabled Veteran Business Enterprise		UK Science Catalog
	(AT) SBA Small Disadvantaged Business Enterprise		Supplier is Active
	(AT) Small Business Enterprise		Supplier is Inactive
	(AT) Veteran Owned Business Enterprise		Hosted Catalog
	(AT) Women Owned Business Enterprise		Coming Soon Supplier
	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

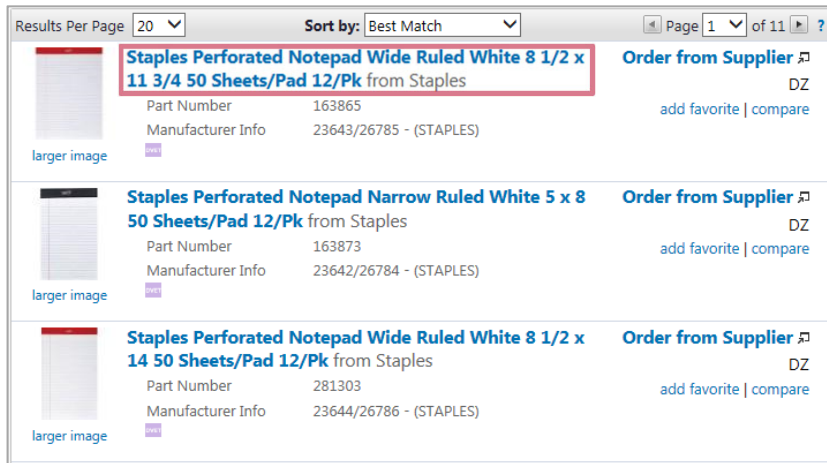
Target Audience: Shopper/Requester

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.

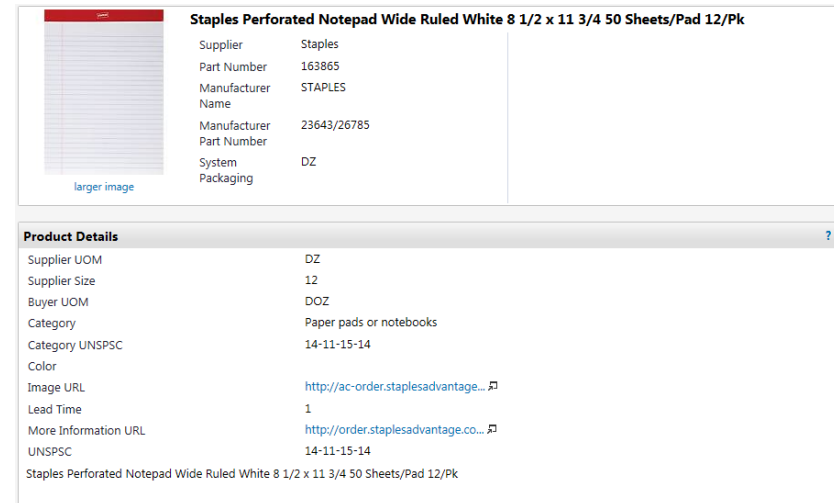
1. From the **Shopping Homepage**, click the **Cart** icon and search for a product in the search field. Products can be searched by a keyword, catalog number, or CAS number.



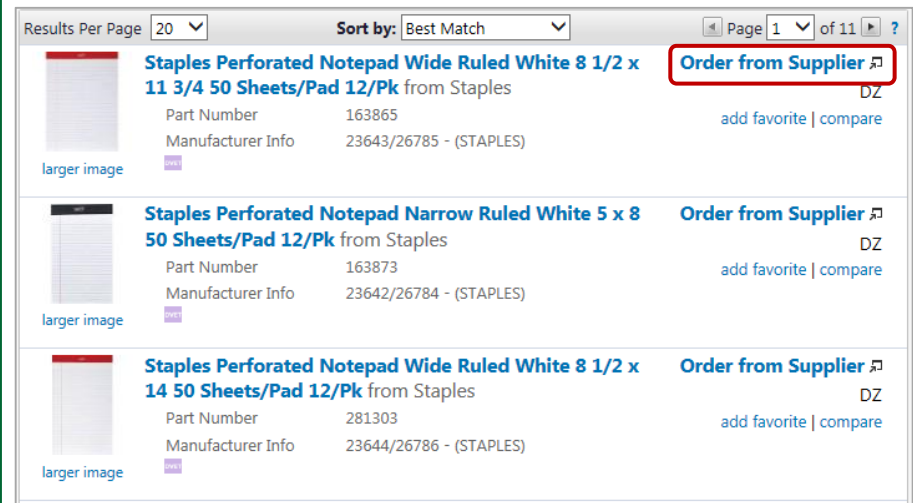
2. Search results will be displayed and product details can be accessed by clicking on the product description.



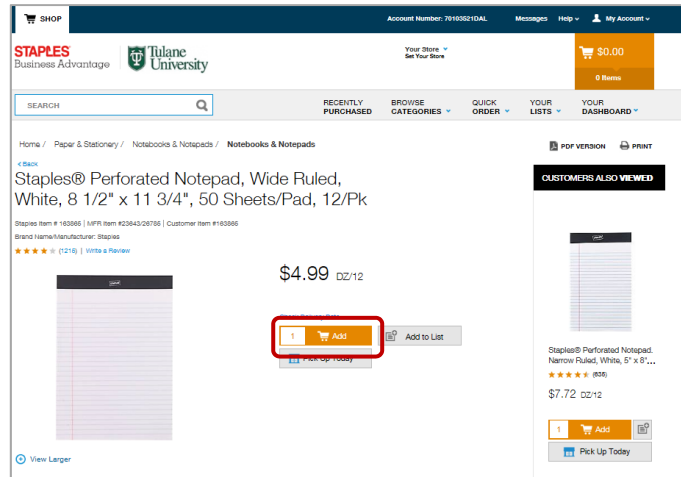
3. A pop up screen will present product and supplier details.



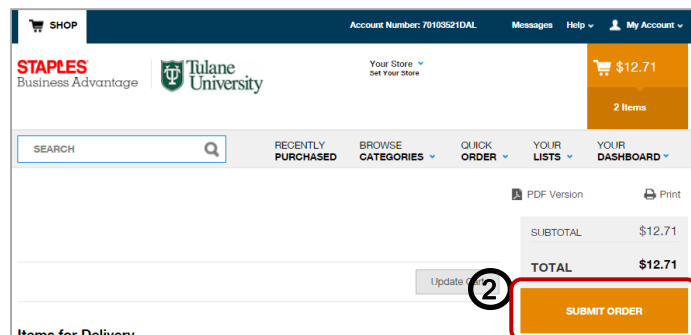
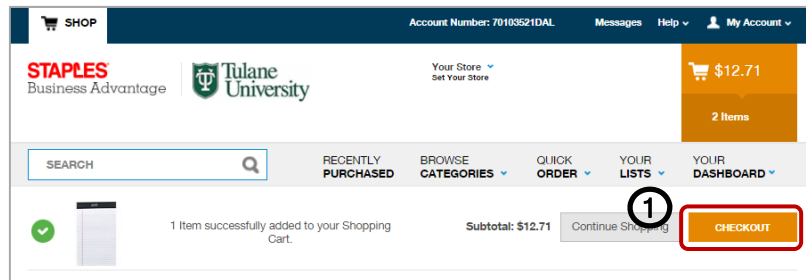
4. Return to the search results screen and select the option to **Order from Supplier**. The webpage will be redirected to the supplier's punch-out page.



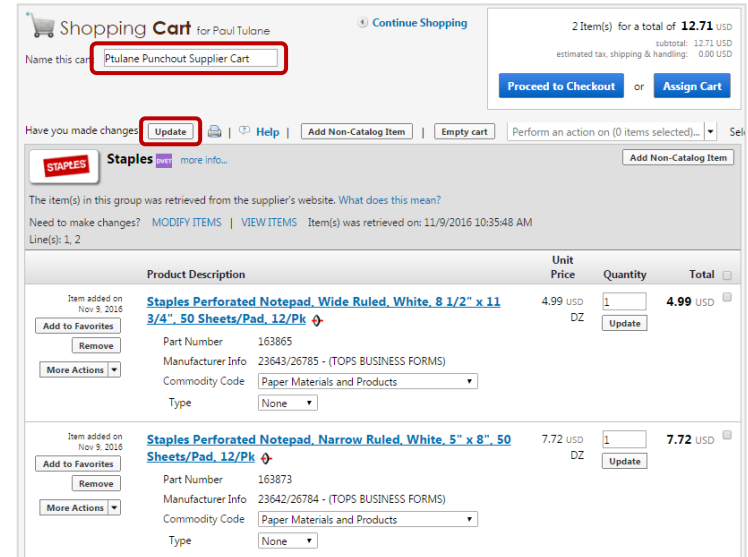
- You will be redirected to the supplier's punch-out site and will be able to add products to the **Cart**. Add a product to the Cart by selecting the **Add to Cart** icon.



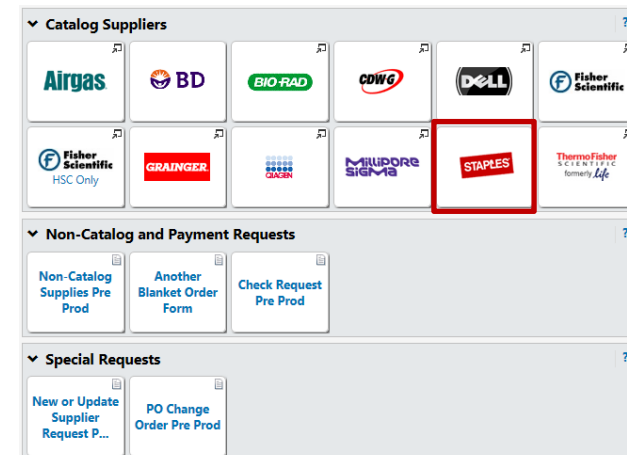
- Once the item is added to the Cart, **Checkout** and then **Submit Order** - note that each catalog will be different but workflow will be similar.



- 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.)*

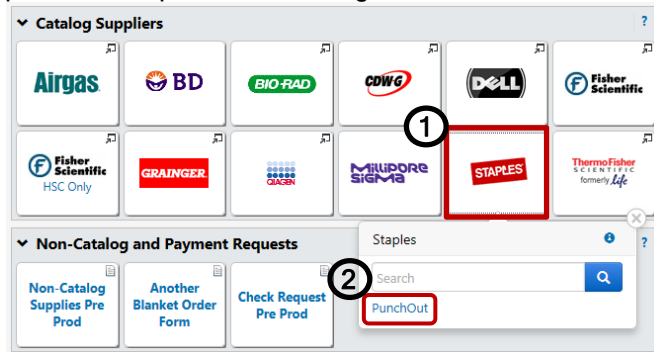


- Users can also add products to a cart from the **Shopping Homepage** (🏠 icon), search for a product or choose one of the catalog suppliers. For this module, we will search via supplier.

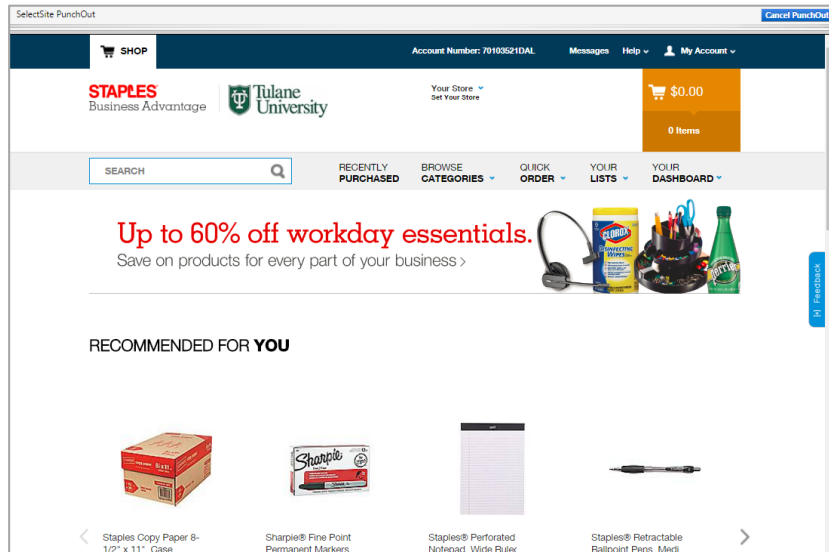




- Choose a catalog supplier and click the tile icon to be directed to the supplier's online punch-out catalog.



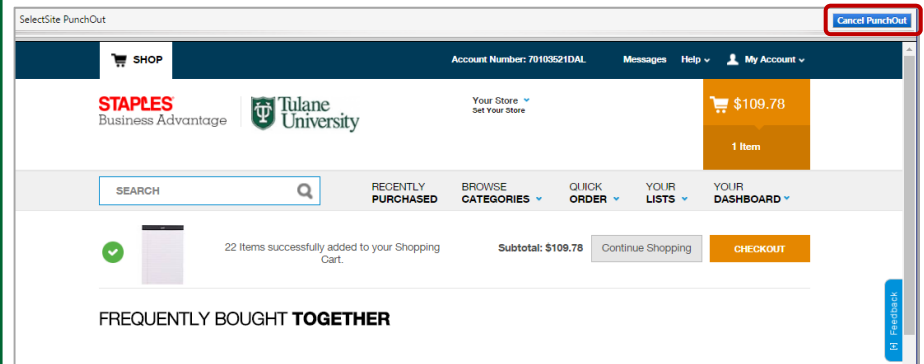
- Users will be redirected to the supplier's SciQuest portal to shop as normal. Products can be added to the shopping cart from the punch-out site. Follow steps 5-7 from this module to add items to your SciQUEST cart.



## 2.4 Canceling punch-out Sessions

Target Audience: Shopper/Requester

- 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.



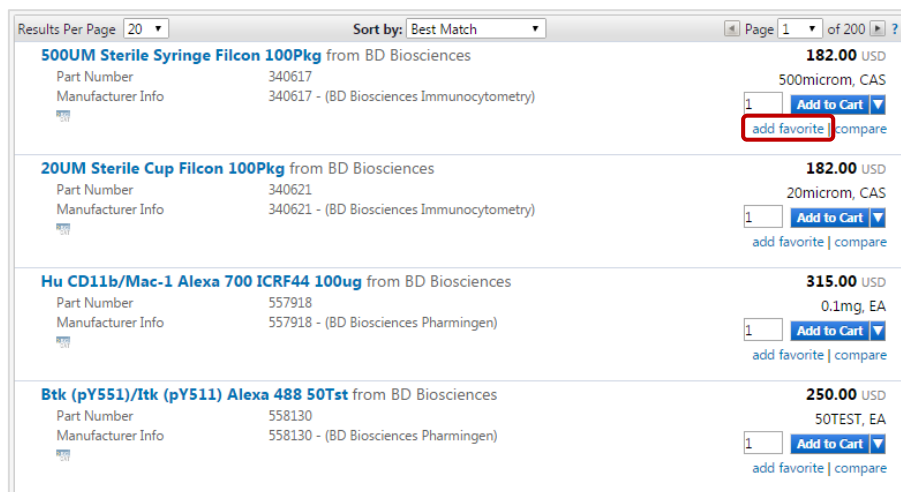


## 2.5 Creating Favorites

Target Audience: Shopper/Requester

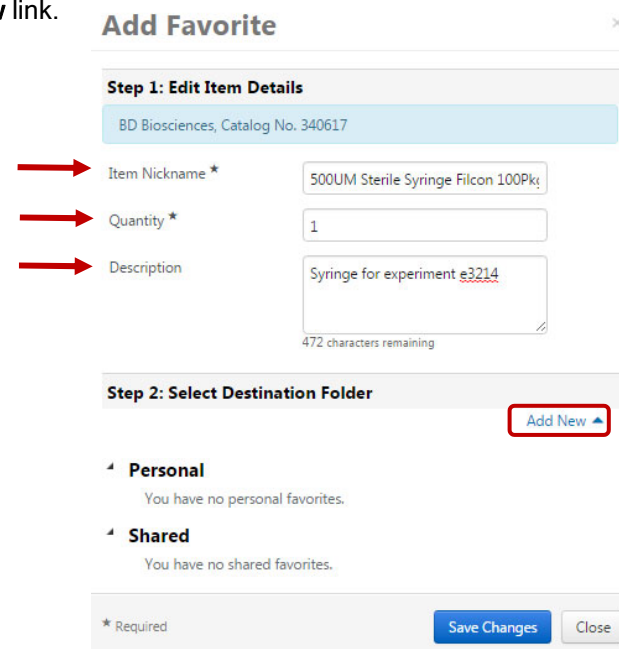
Users can store frequently ordered and preferred items for fast retrieval and requisitioning. Within SciQuest, there are two types of favorites items: Personal Favorites and Organization Favorites. Personal favorites are those that an individual identifies for future purchasing. With personal favorites, 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.



Item Name	Part Number	Manufacturer Info	Price	Quantity	Actions
500UM Sterile Syringe Filcon 100Pk	340617	340617 - (BD Biosciences Immunocytometry)	182.00 USD	1	<a href="#">Add to Cart</a> <a href="#">add favorite</a> <a href="#">compare</a>
20UM Sterile Cup Filcon 100Pk	340621	340621 - (BD Biosciences Immunocytometry)	182.00 USD	1	<a href="#">Add to Cart</a> <a href="#">add favorite</a> <a href="#">compare</a>
Hu CD11b/Mac-1 Alexa 700 ICRF44 100ug	557918	557918 - (BD Biosciences Pharmingen)	315.00 USD	1	<a href="#">Add to Cart</a> <a href="#">add favorite</a> <a href="#">compare</a>
Btk (pY551)/Itk (pY511) Alexa 488 50Tst	558130	558130 - (BD Biosciences Pharmingen)	250.00 USD	1	<a href="#">Add to Cart</a> <a href="#">add favorite</a> <a href="#">compare</a>

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.



**Add Favorite**

**Step 1: Edit Item Details**

BD Biosciences, Catalog No. 340617

Item Nickname \* 500UM Sterile Syringe Filcon 100Pk

Quantity \* 1

Description Syringe for experiment e3214  
472 characters remaining

**Step 2: Select Destination Folder**

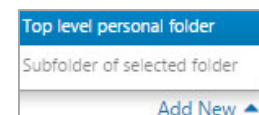
[Add New](#)

**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**.

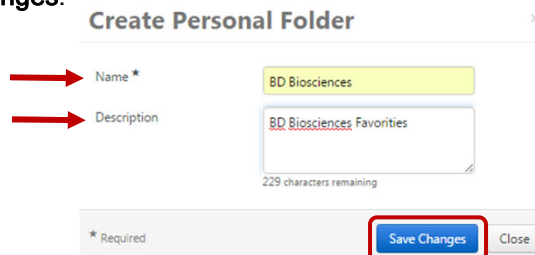


Top level personal folder

Subfolder of selected folder

[Add New](#)

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



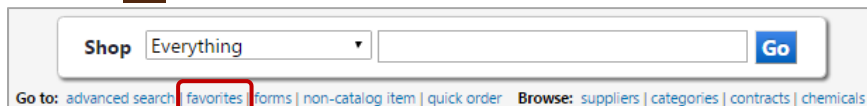
**Create Personal Folder**

Name \* BD Biosciences

Description BD Biosciences Favorites  
229 characters remaining

\* Required [Save Changes](#) [Close](#)

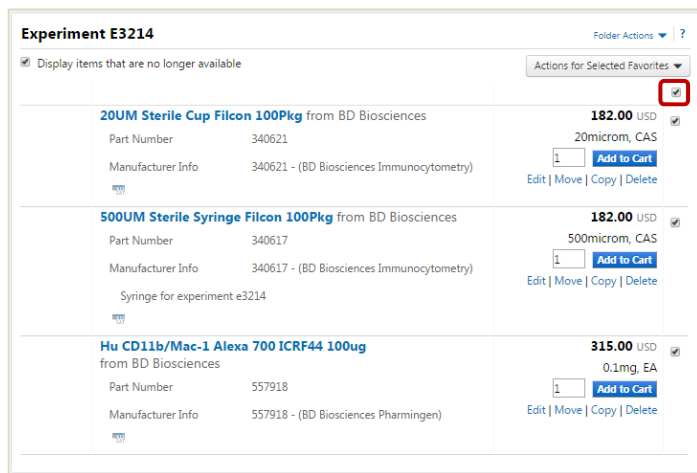
5. To purchase items from your **Favorites** list, return to SciQUEST home page () , and select **Favorites**.



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.

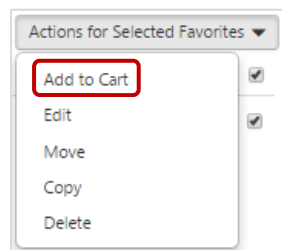


Experiment E3214 Folder Actions ?

☒ Display items that are no longer available Actions for Selected Favorites

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

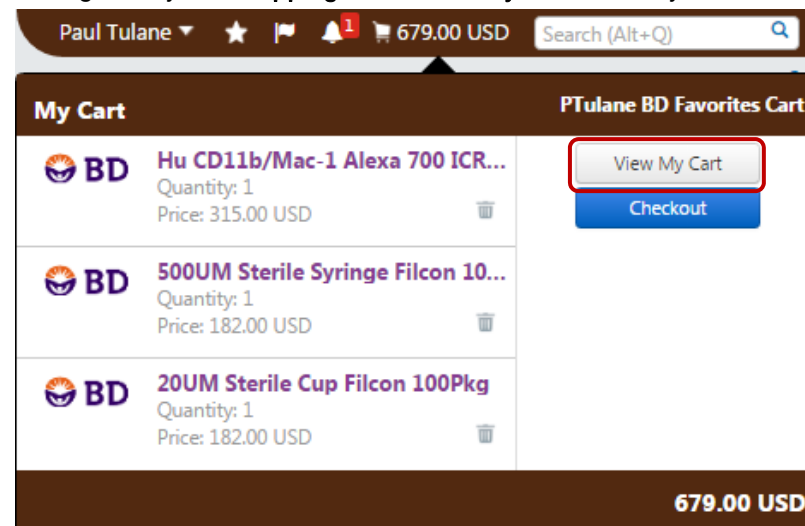
7. After selecting products to be added to the cart, select the **Actions for Selected Favorites** dropdown box and select **Add to Cart**. Save your cart as Username\_Supplier\_Favorites.



Actions for Selected Favorites

- ☒ Add to Cart
- ☒ Edit
- ☐ Move
- ☐ Copy
- ☐ Delete

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



Paul Tulane ★ 🚩 🔔 1 🛒 679.00 USD

**My Cart** **PTulane BD Favorites Cart**

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

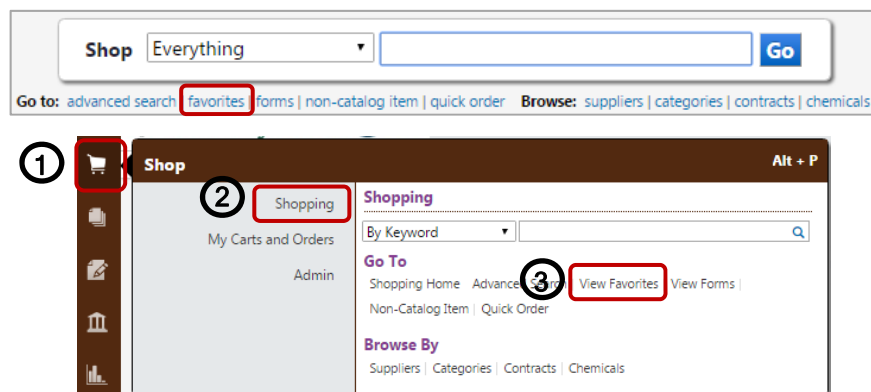
**679.00 USD**

## 2.6 Create Shopping Carts from Favorites

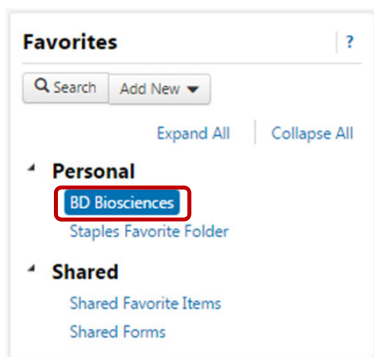
Target Audience: Shopper/Requester

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.



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



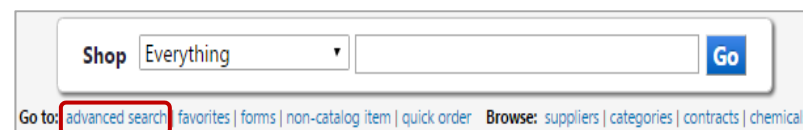
## 2.7 Creating Shopping Carts from Hosted Catalogs

Target Audience: Shopper/Requester

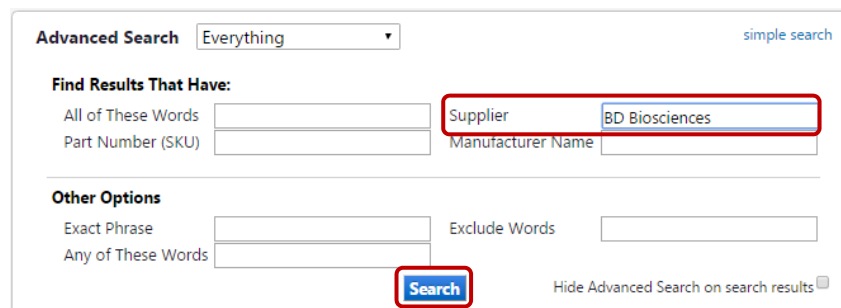
Users can create shopping carts by selecting items from a supplier **hosted catalog**. A hosted catalog is a version of the supplier's on-line catalog hosted in SciQUEST. Unlike the punch-out catalog, a hosted catalog does not redirect users to the supplier's external website. When a product search is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



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



- 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

Item	Price	Quantity	Action
<b>500UM Sterile Syringe Filcon 100Pkg</b> from BD Biosciences Part Number 340617 Manufacturer Info 340617 - (BD Biosciences Immunocytometry)	182.00 USD	1	<b>Add to Cart</b>
<b>20UM Sterile Cup Filcon 100Pkg</b> from BD Biosciences Part Number 340621 Manufacturer Info 340621 - (BD Biosciences Immunocytometry)	182.00 USD	1	<b>Add to Cart</b>
<b>Hu CD11b/Mac-1 Alexa 700 ICRF44 100ug</b> from BD Biosciences Part Number 557918 Manufacturer Info 557918 - (BD Biosciences Pharmingen)	315.00 USD	1	<b>Add to Cart</b>
<b>Btk (pY551)/Itk (pY511) Alexa 488 50Tst</b> from BD Biosciences Part Number 558130 Manufacturer Info 558130 - (BD Biosciences Pharmingen)	250.00 USD	1	<b>Add to Cart</b>
<b>p120Catenin(pS268) A488 9a.390 50Tst</b> from BD Biosciences Part Number 558558 Manufacturer Info 558558 - (BD Biosciences Pharmingen)	245.00 USD	1	<b>Add to Cart</b>

- 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

Paul Tulane 182.00 USD Search (Alt+Q)

Success  
1 item added, view cart

Advanced Search Everything 1

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

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

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

Item	Price	Quantity	Action
<b>500UM Sterile Syringe Filcon 100Pkg</b> from BD Biosciences Part Number 340617 Manufacturer Info 340617 - (BD Biosciences Immunocytometry)	182.00 USD	1	<b>Add to Cart</b>

1 item added, view cart

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

Paul Tulane 182.00 USD

- 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

- 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

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

BD Biosciences more info...

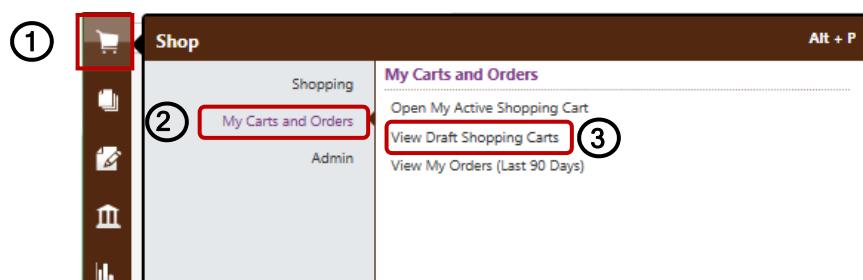
Product Description	Unit Price	Quantity	Total
Item added on Nov 9, 2016 <b>500UM Sterile Syringe Filcon 100Pkg</b> Part Number 340617 Manufacturer Info 340617 - (BD Biosciences Immunocytometry) Commodity Code Laboratory Supplies Type None	182.00 USD 500microm, CAS	1	182.00 USD

## 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**.

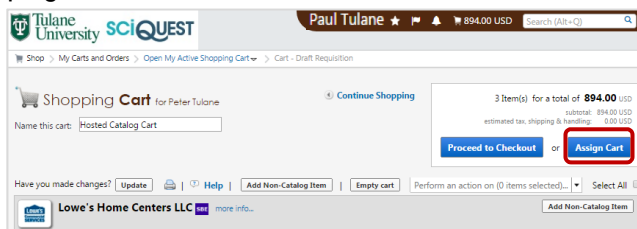
Shop > My Carts and Orders > View Draft Shopping Carts > Shopping Cart - Drafts

Create Cart

Current Substitutes: April Approver: End Substitution

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	<b>Tulane BD Favorites Cart</b>	11/9/2016		679.00 USD	
	Tulane Purchased Supplier Cart	11/8/2016		12.71 USD	
	Tulane_Biology Cart	11/8/2016		2,205.00 USD	
	Tulane_Basket Order	11/9/2016		150.00 USD	

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.

Assign Cart

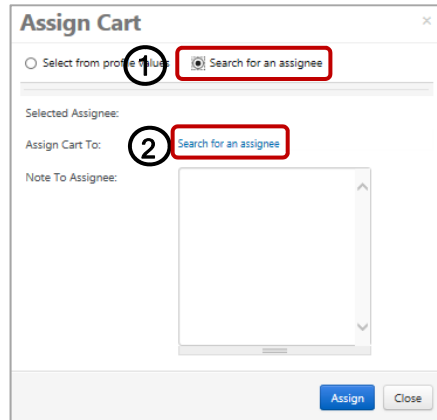
☒ Select from profile values
☐ Search for an assignee

Select from profile values

Note To Assignee:

Assign
Close

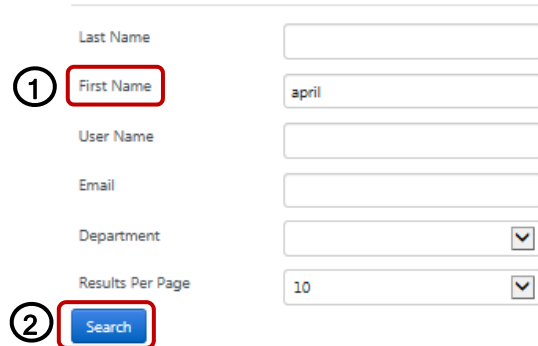
5. To search for an assignee, choose the option button “**Search for an assignee**” and click the link entitled “**Search for an assignee.**”



The 'Assign Cart' dialog box shows two radio buttons at the top: 'Select from profile values' and 'Search for an assignee'. The second option is selected and circled with a red box and a circled '1'. Below, the 'Assign Cart To:' field contains the text 'Search for an assignee', which is also circled with a red box and a circled '2'. At the bottom right are 'Assign' and 'Close' buttons.

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

## User Search



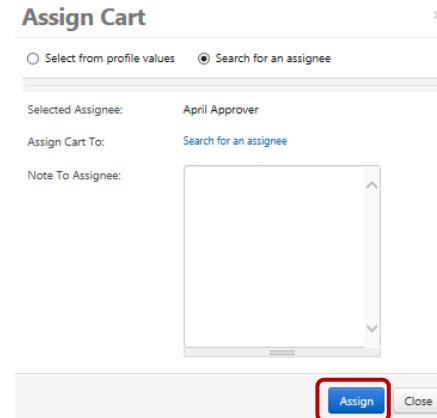
The 'User Search' form has fields for 'Last Name', 'First Name' (containing 'april'), 'User Name', 'Email', 'Department' (a dropdown), and 'Results Per Page' (set to 10). The 'First Name' field is circled with a red box and a circled '1'. At the bottom left is a blue 'Search' button, circled with a red box and a circled '2'.

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

[New Search](#)

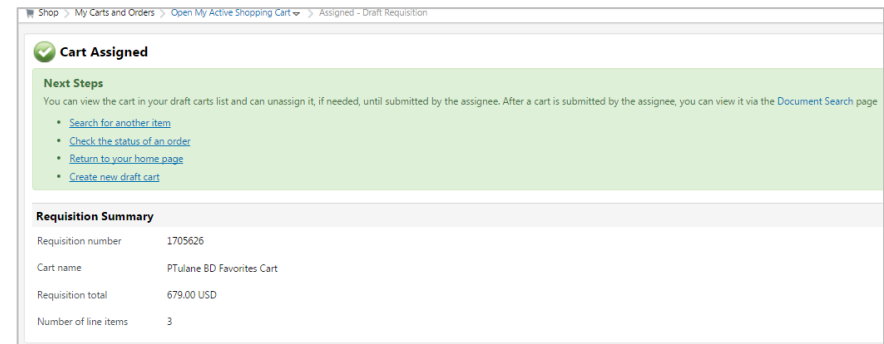
Name ▲	User Name ▲	Email ▲	Phone	Action
Approver, April	approver	msquarebriggs@sciquest.com		<a href="#">[select]</a>
Rice, April	ARICE2	SciQuest.Support@tulane.edu	+1 (504) 865-5870	<a href="#">[select]</a>

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



The 'Assign Cart' dialog box now shows 'Selected Assignee: April Approver'. The 'Assign Cart To:' field has a blue link 'Search for an assignee'. At the bottom right is a blue 'Assign' button, circled with a red box, and a 'Close' button.

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



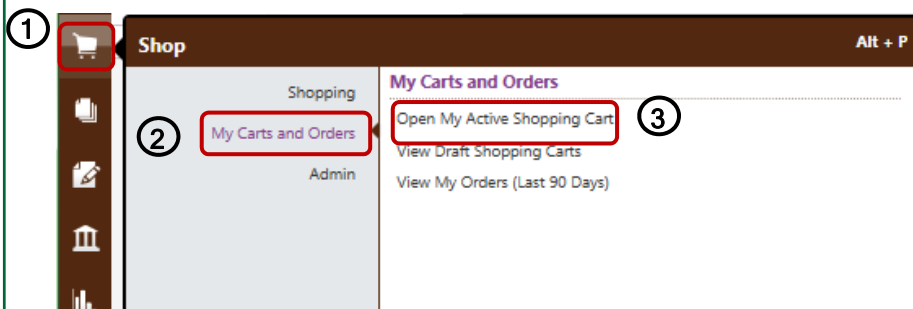
The 'Cart Assigned' confirmation screen shows a green banner with a checkmark. Below it are 'Next Steps' (links to search, status, home, and new draft) and a 'Requisition Summary' table.

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

- 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**.



- 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.

Shop > My Carts and Orders > View Draft Shopping Carts > Shopping Cart - Drafts

Create Cart

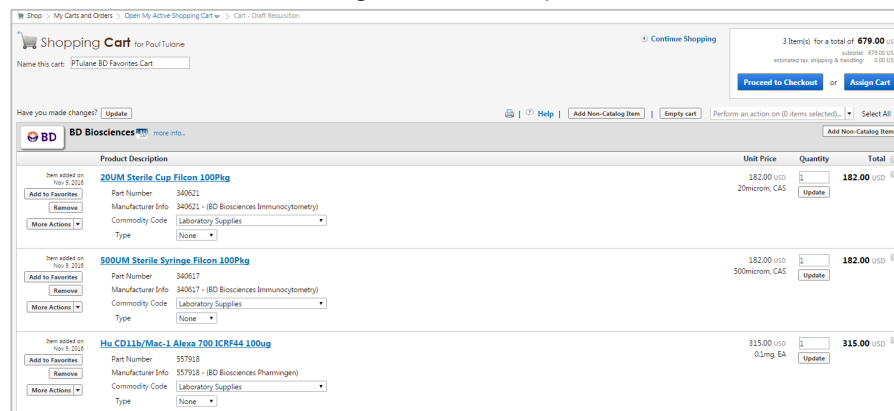
Current Substitute: April Approver End Substitution

My Drafts					
Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	PTulane Punchout Supplier Cart	11/8/2016		12.71 USD	<a href="#">Delete</a>
	PTulane_Biology Cart	11/8/2016		2,205.00 USD	<a href="#">Delete</a>
	PTulane_Blanket Order	11/9/2016		150.00 USD	<a href="#">Delete</a>
	PTulane_Check Request	11/9/2016		1,000.00 USD	<a href="#">Delete</a>
	PTulane_Hosted Supplier Cart 1	11/9/2016		182.00 USD	<a href="#">Delete</a>
	PTulane_Hosted Supplier Cart 2	11/8/2016		480.00 USD	<a href="#">Delete</a>

My Drafts Assigned to Others					
View Cart	Shopping Cart Name	Date Created	Assigned To	Total	Unassign
	BD Biosciences	11/8/2016	Andrew Approver	352.68 USD	<a href="#">Unassign</a>
	PTulane BD Favorites Cart	11/9/2016	April Approver	679.00 USD	<a href="#">Unassign</a>

- 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.



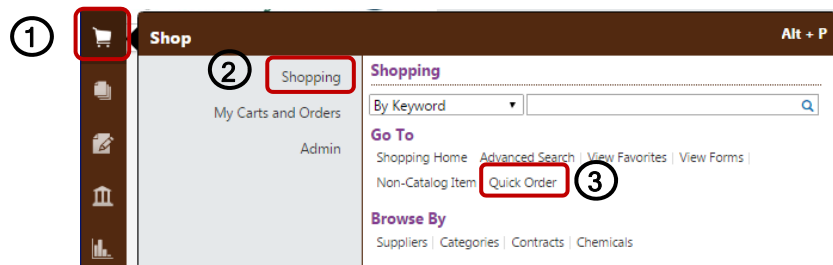
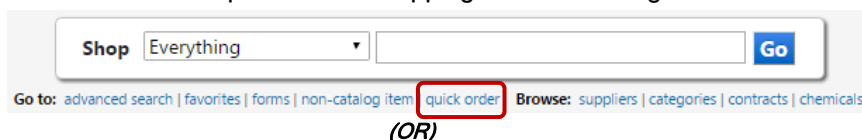


## 2.10 Creating Shopping Carts from Quick Orders

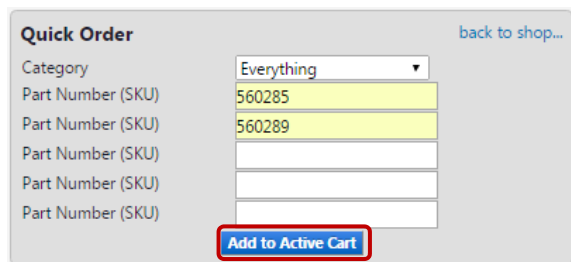
Target Audience: Shopper/Requester

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.*

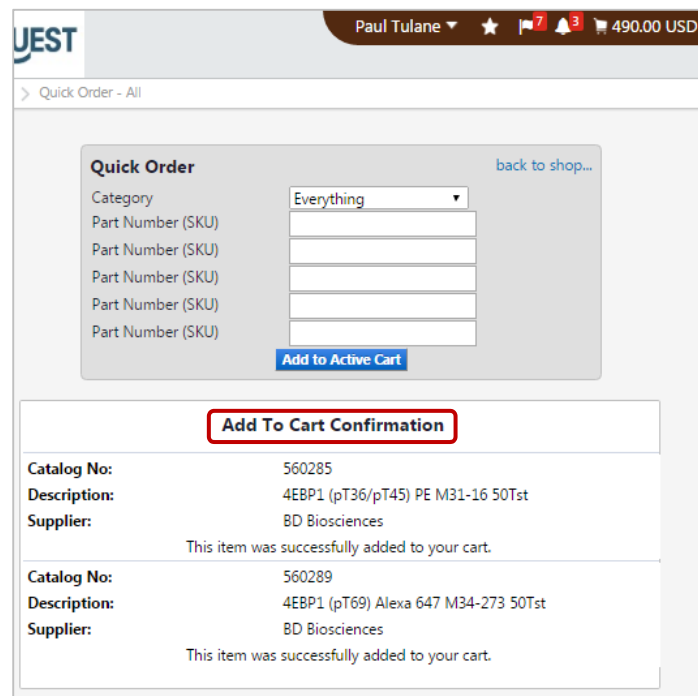
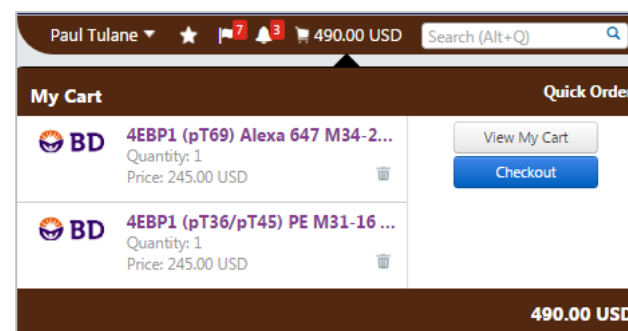
1. To enable quick orders, it is recommended that users use the supplier part number rather than manufacturer number. To access quick orders, users can select the **Quick Order** option by selecting the browse by Quick Order link on the home page **OR** by selecting the Quick Order option in the Shopping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

## 2.11 Creating Shopping Carts from Non-Catalog Items

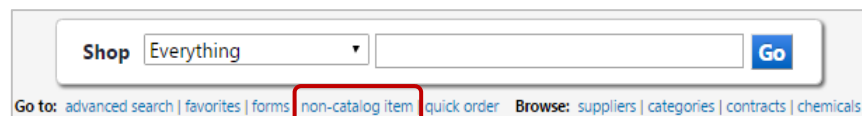
Target Audience: Shopper/Requester

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

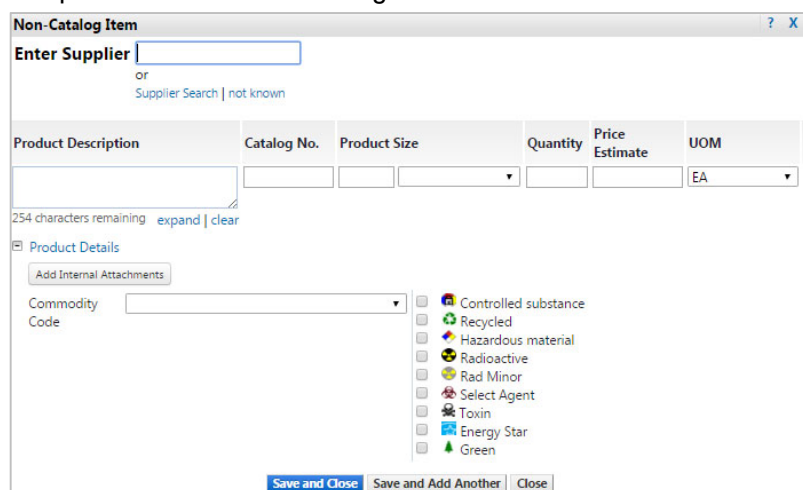
Building a Non-Catalog request will not require navigation outside of the Tulane SciQuest environment. Prior to beginning a Non-Catalog Request, ensure your cart contents are empty. Non-Catalog Requests follow a different approval route and cannot be mixed with other order types (e.g. Punchout items,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

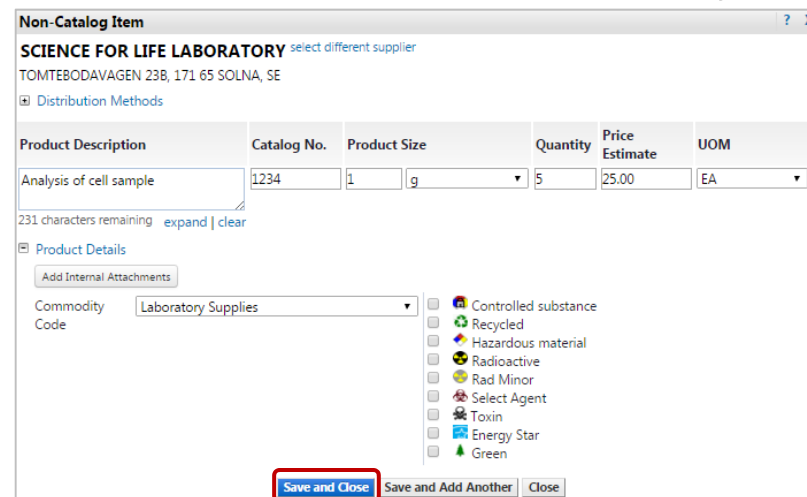
1. From the Shopping home page, click the **Non-Catalog Item** link located in the "Go To" menu. It appears directly under the search bar.



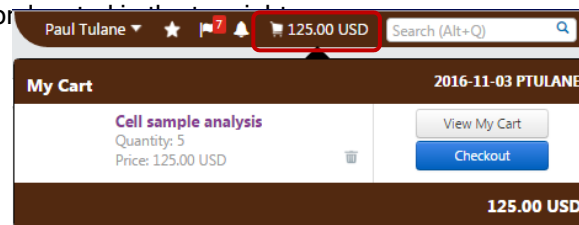
2. The Non-Catalog link opens a separate order form which includes required fields for Non-Catalog item information.



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**.



7. Proceed to your cart to begin the checkout process by clicking the cart icon.

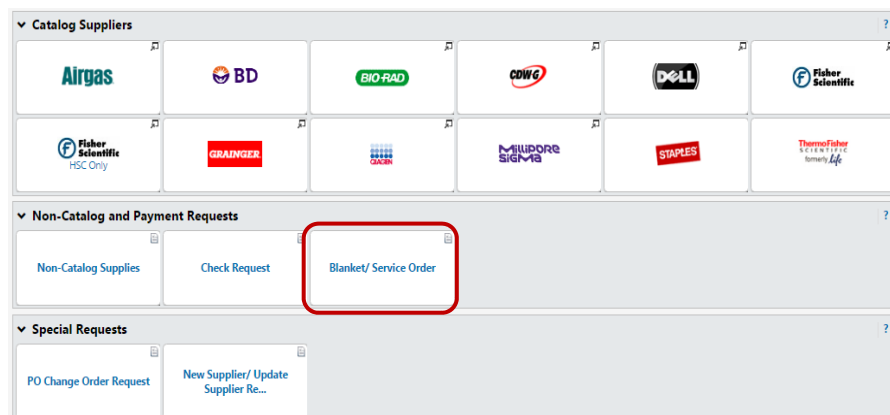


## 2.12 Creating Shopping Carts from Blanket Services/Order

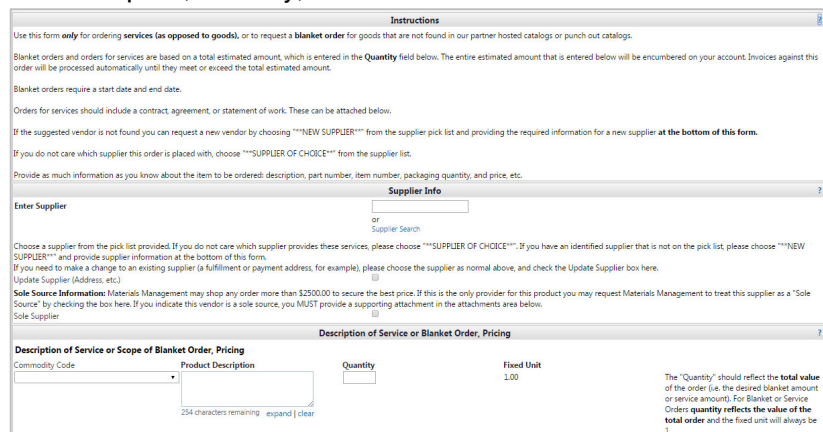
Target Audience: Shopper/Requester

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.

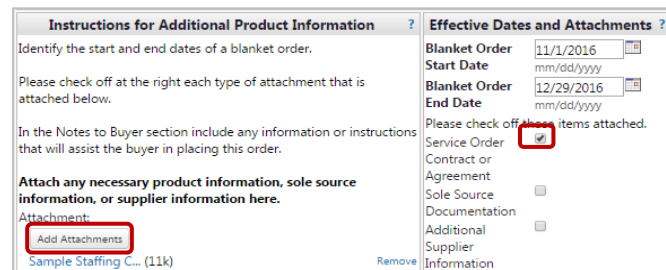
- From the **Shopping Homepage**, select the **Blanket Service/Order** icon in the Non-Catalog and Payment Requests section.



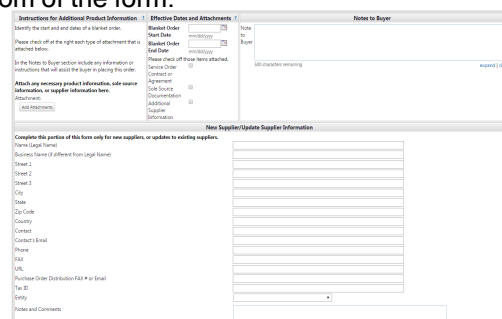
- The **Blanket Service/Order** form will appear. Read the instructions carefully and complete the form ensuring all required fields are filled in. Required fields are in bold including the Supplier Name, Product Description, Quantity, Blanket Order Start and End Dates.



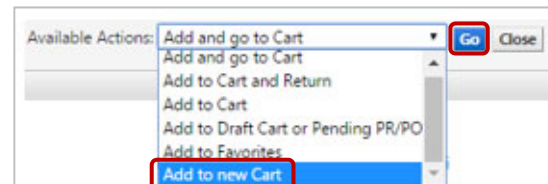
- If there are attachments for this order, add the attachments and select the appropriate checkbox that corresponds with the attachment.



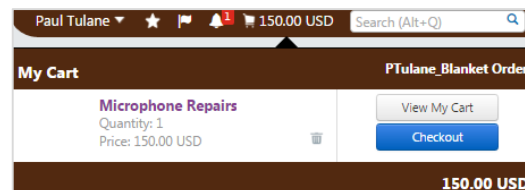
- If a new supplier is required, complete the **New Supplier Information** at the bottom of the form.



- 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**.



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

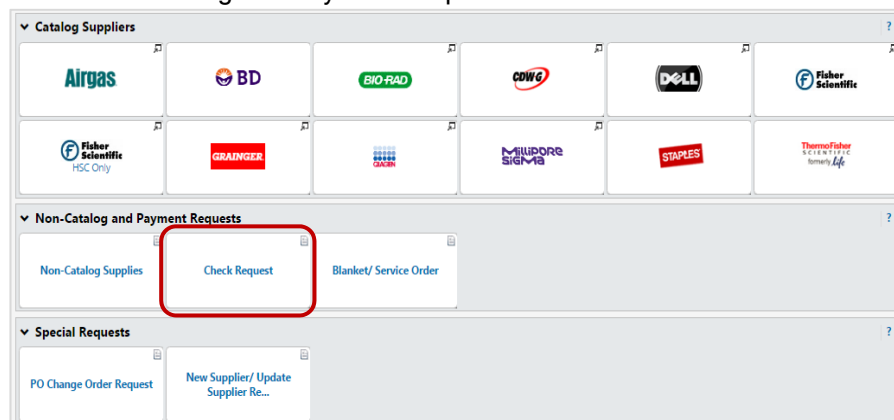


## 2.13 Creating Shopping Carts from Check Request

Target Audience: Shopper/Requester

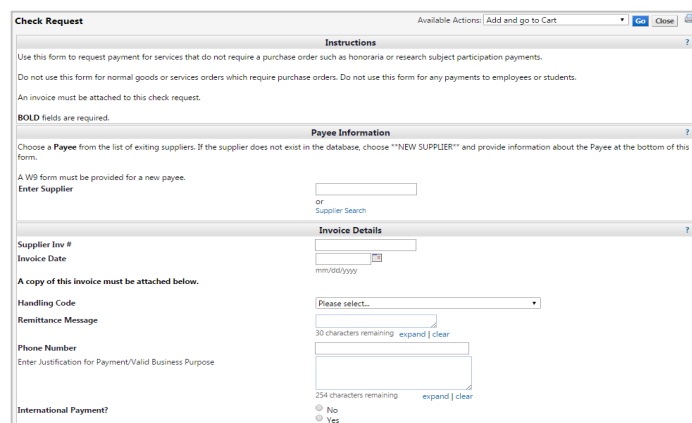
Check requests should be submitted for services that **do not require a purchase order**. All check requests must be accompanied by an invoice upon submission.

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



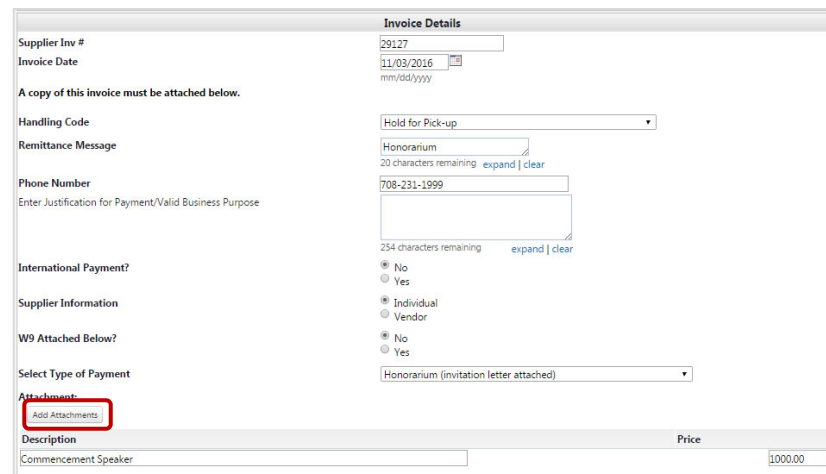
The screenshot shows the Shopping Homepage with three main sections: 'Catalog Suppliers', 'Non-Catalog and Payment Requests', and 'Special Requests'. The 'Check Request' icon is highlighted in the 'Non-Catalog and Payment Requests' section.

- 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.



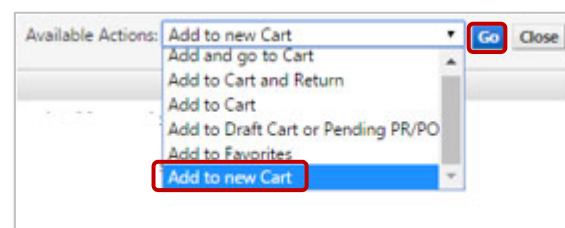
The screenshot shows the 'Check Request' form with the 'Invoice Details' section highlighted. The form includes fields for Supplier Invoice #, Invoice Date, Handling Code, Remittance Message, Phone Number, and International Payment.

- Complete all required fields and attached all supporting documentation.



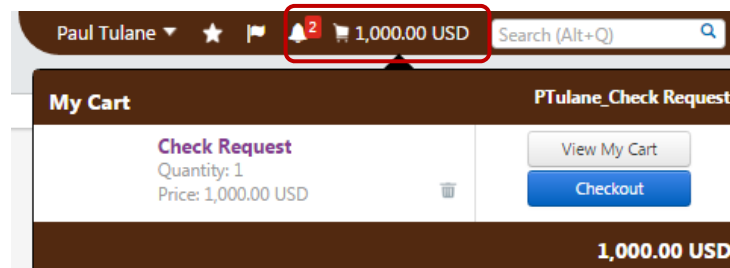
The screenshot shows the 'Invoice Details' form with the 'Add Attachments' button highlighted. The form includes fields for Supplier Invoice #, Invoice Date, Handling Code, Remittance Message, Phone Number, and International Payment.

- 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 with the 'Add to new Cart' option highlighted.

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



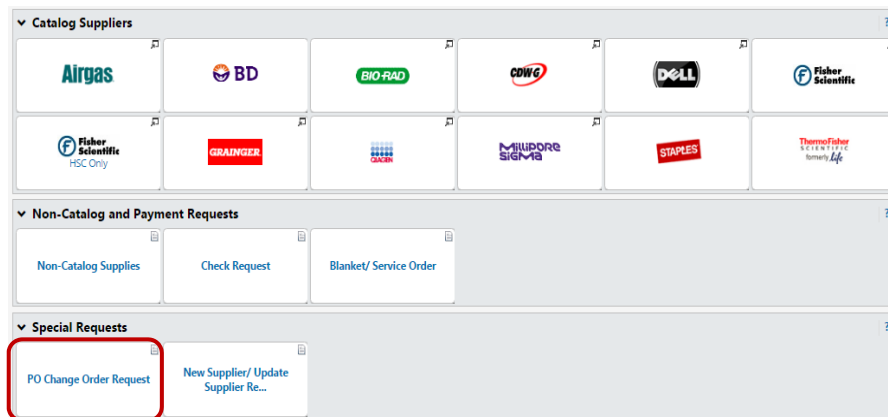
The screenshot shows the Shopping Cart with the 'Checkout' button highlighted. The cart contains one item, 'Check Request', with a quantity of 1 and a price of 1,000.00 USD.

## 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.

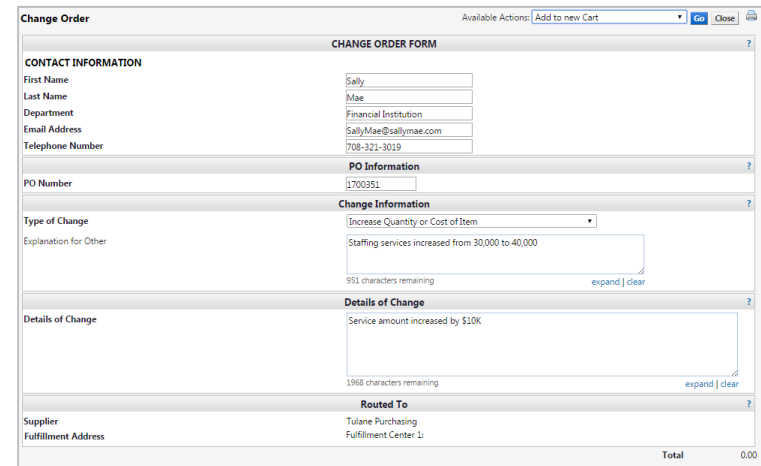
1. From the **Shopping Homepage**, select the **PO Change Order Request** icon in the Special Requests section.



The screenshot shows the Shopping Homepage with three main sections: Catalog Suppliers, Non-Catalog and Payment Requests, and Special Requests. The Special Requests section is expanded, showing two icons: 'PO Change Order Request' (highlighted with a red box) and 'New Supplier/ Update Supplier Re...'. The Catalog Suppliers section shows logos for Airgas, BD, BIO-RAD, COWI, DELL, Fisher Scientific, Fisher Scientific HSC Only, GRAINGER, HAN, MIUDORE SIGMA, STAPES, and ThermoFisher Scientific.

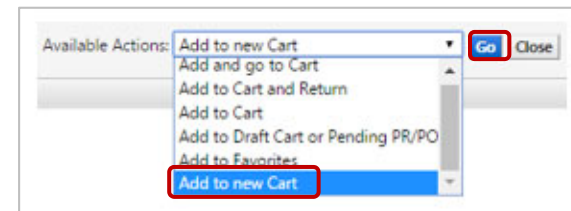
2. The **Change Order** form will appear. Read the instructions carefully and complete the form ensuring all required fields are filled in. Required fields are in bold including the First Name, Last Name, Department, Email Address, Telephone Number, PO Number, Type of Change, Details of Change, Supplier 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 you 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.



The screenshot shows the 'Change Order' form. It includes sections for CONTACT INFORMATION (First Name, Last Name, Department, Email Address, Telephone Number), PO INFORMATION (PO Number), CHANGE INFORMATION (Type of Change, Explanation for Other), DETAILS OF CHANGE (Details of Change), and ROUTED TO (Supplier, Fulfillment Address). The form is titled 'CHANGE ORDER FORM' and has an 'Available Actions' dropdown menu at the top right.

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**.



The screenshot shows the 'Available Actions' dropdown menu. The options are: 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, and Add to new Cart (highlighted with a red box). The 'Go' button is also highlighted with a red box.

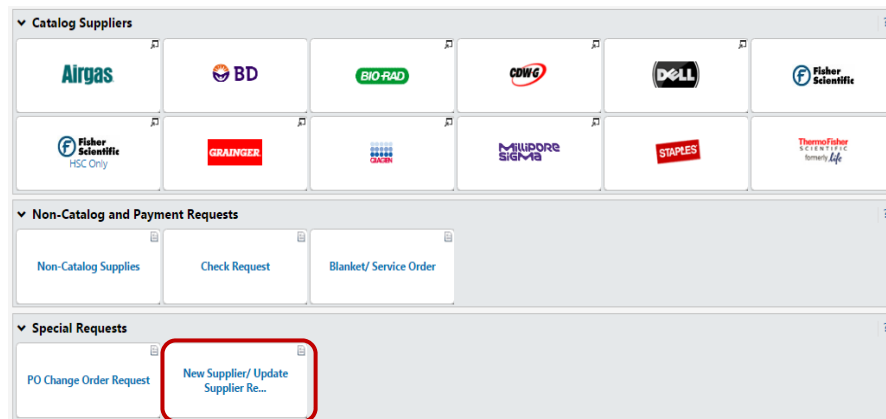


## 2.15 Submit a New Supplier/Update Request

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.

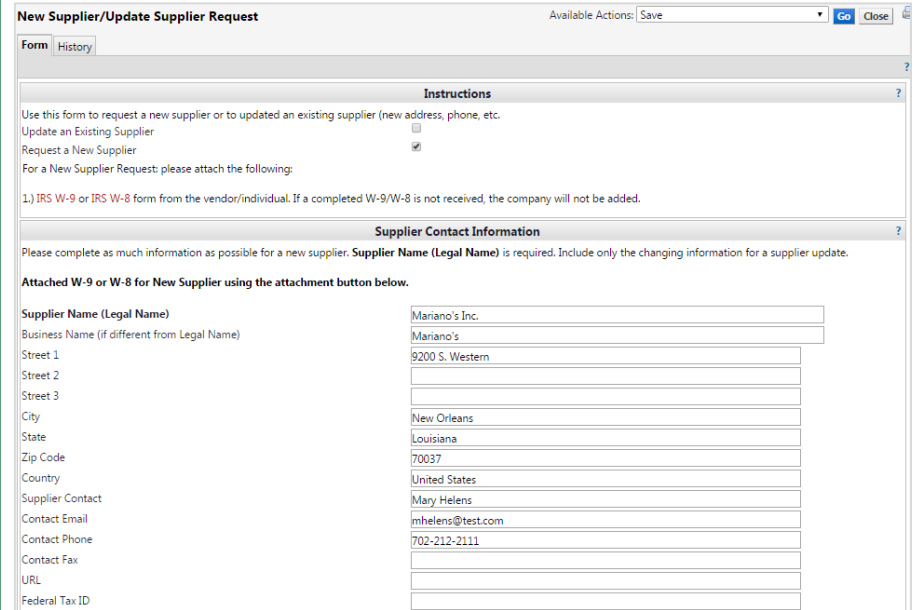
1. From the **Shopping Homepage**, select the **New Supplier/Update Supplier Request** icon in the Special Requests section.



The screenshot shows the 'Catalog Suppliers' section with logos for Airgas, BD, BIO-RAD, CDW, DELL, Fisher Scientific, Fisher Scientific HSC Only, GRAINGER, QASIN, MILLIPORE SIGMA, STAPLES, and ThermoFisher Scientific. Below this is the 'Non-Catalog and Payment Requests' section with links for 'Non-Catalog Supplies', 'Check Request', and 'Blanket/ Service Order'. The 'Special Requests' section is expanded, showing 'PO Change Order Request' and 'New Supplier/ Update Supplier Re...' which is highlighted with a red box.

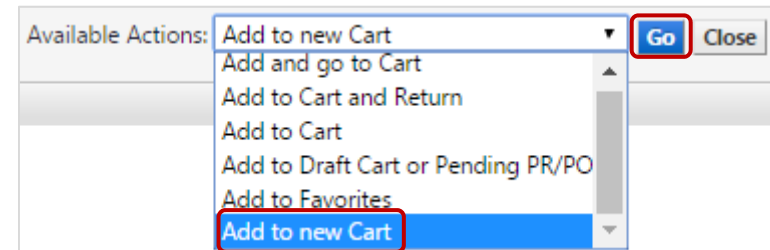
2. The **New Supplier/Update Supplier Request** form will appear. Read the instructions carefully and complete the form ensuring all required fields are filled in. Identify whether or not you will be updating an existing supplier and request a new supplier. Then complete the Supplier Contact Information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

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



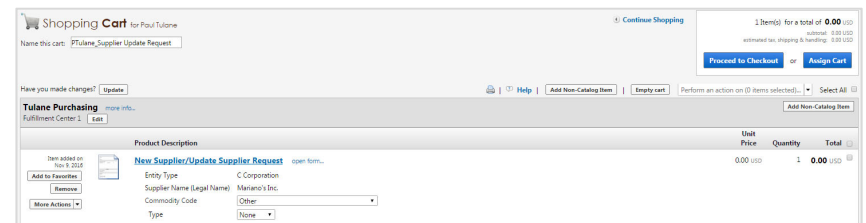
The screenshot shows the 'New Supplier/Update Supplier Request' form. It has tabs for 'Form' and 'History'. The 'Form' tab is active, showing 'Instructions' and 'Supplier Contact Information' sections. The 'Supplier Contact Information' section includes fields for Supplier Name (Legal Name), Business Name (if different from Legal Name), Street 1, Street 2, Street 3, City, State, Zip Code, Country, Supplier Contact, Contact Email, Contact Phone, Contact Fax, URL, and Federal Tax ID. The 'Attached W-9 or W-8 for New Supplier using the attachment button below.' section is also visible.

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



The screenshot shows the 'Available Actions' dropdown menu. The options are: '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', and 'Add to new Cart'. The 'Add to new Cart' option is highlighted with a red box.

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



The screenshot shows the 'Shopping Cart' page. It displays the cart items, including 'New Supplier/Update Supplier Request'. The cart summary shows a total of 0.00 USD. The page includes links for 'Continue Shopping', 'Proceed to Checkout', and 'Assign Cart'.