

SciQuest Release 7.3 Enhancements-**Revised 11/16/07** The screenshots below cover the following:

- **My Requisitions** now shows those Requisitions created within the last 90 days, but you will still be able to access all of your Requisitions
- New **Product Search** field has been added to simplify product search capabilities.
- New **Approver Requisition Outbox** allows approvers to easily search and view all of their approved Requisitions

Home - Product Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://usertest.sciquest.com/apps/Router/Home?tmstmp=1195052467443

NetID Test\_Department\_G00660 my profile | logout

Home - Product Search

Search for Catalog No. (SKU) Go

home | my favorites | product search | carts | history | my profile

desktop

Welcome NetID  
Test\_Department\_G00660

WELCOME TO YALE ePROCUREMENT ?

Questions? Contact the  
ITS Help Desk 785-3200 or 432-9000

Quick Links:

- First Steps for Getting Started with SciQuest
- SciQuest Getting Started Checklist
- Online SciQuest Tutorials
- Request Suppliers For SciQuest
- Yale Internal Service Providers

Review ?

- My Requisitions
  - Rejected Items: 2
  - Total Requisitions: 84
- History
- Draft Carts

Product Search

Product Search

Categories

Enter search terms, e.g., supplier name, catalog no., product name, CAS#, etc.

All more...

Select to search for items that have all keywords entered (more...)

Include similar terms

Search

advanced search options...

External Catalog

Corporate Express DELL GenConnection Invitrogen GRAINGER

Only Requisition Notifications from the last ninety days can be viewed here (as long as you haven't deleted these notifications). Click on the **History** tab above to look up a Requisition older than ninety days, or narrow search results by defining criteria ie: search by user name, date, or supplier name

My Requisitions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://usertest.sciquest.com/apps/Router/MyRequisitions>

NetID Test\_Department\_G00660 my profile | logout

My Requisitions

Select Draft Cart or Add Item to Cart

Search for Catalog No. (SKU)  Go

home | my favorites | product search | history | my profile

active cart | draft carts | my favorites | **my requisitions**

Status All

**My Requisitions** Legend | ?

Results per page 200 No. of Requisitions 84 Page 1 of 1

Status	Requisition No.	Requisition Name	Requisition Date/Time	Requisition Total	Remove Notification
✓	161012	2007-11-02 tg00660 01	11/2/2007 10:08 AM	353.00 USD	<a href="#">Remove</a>
✓	160984	2007-11-02 tg00660 01	11/2/2007 9:17 AM	242.00 USD	<a href="#">Remove</a>
✓	160981	2007-11-02 tg00660 01	11/2/2007 9:16 AM	488.00 USD	<a href="#">Remove</a>
✓	160980	2007-11-02 tg00660 01	11/2/2007 9:12 AM	144.00 USD	<a href="#">Remove</a>
✓	160978	2007-11-02 tg00660 01	11/2/2007 9:09 AM	400.50 USD	<a href="#">Remove</a>
✓	160974	2007-11-02 tg00660 01	11/2/2007 8:51 AM	217.76 USD	<a href="#">Remove</a>
✓	160972	2007-11-02 tg00660 01	11/2/2007 8:49 AM	329.40 USD	<a href="#">Remove</a>
✓	160971	2007-11-02 tg00660 01	11/2/2007 8:43 AM	250.00 USD	<a href="#">Remove</a>
✓	160970	2007-11-02 tg00660 01	11/2/2007 8:42 AM	348.00 USD	<a href="#">Remove</a>
✓	160969	2007-11-02 tg00660 01	11/2/2007 8:40 AM	354.00 USD	<a href="#">Remove</a>
✓	160968	2007-11-02 tg00660 01	11/2/2007 8:35 AM	176.00 USD	<a href="#">Remove</a>
✓	159576	2007-10-30 tg00660 01	10/30/2007 8:21 AM	181.00 USD	<a href="#">Remove</a>

Done

start Eudora - [In] Meeting Maker@ - [L... 3 Internet Explorer 3 Microsoft Office ... 10:11 AM

Your Requisitions will display here



# Purchase Order Search

Search for PR No.

home | my favorites | product search | carts | approvals | **history** | my profile

PO History | PR History | my requisitions | my purchase orders

Search for Requisitions using the History Tab

by PO No. | **by Requisition** | by Supplier/SKU

Select Query

If you know the Requisition details of the PO you are searching for, please enter it below.

Requisition Name

Requisition No.

Supplier Name

Catalog No. (SKU)

Filter

Check Filter if you want to use the filters below.

Results per page

### Filters

To find your purchase documents quickly and easily, choose a date range to search for purchase orders during a specified time frame.

My Orders  Department Orders

PO Date Filters

Start Date  (mm/dd/yyyy)

End Date  (mm/dd/yyyy)

### PO Status Filters

Narrow Search results by checking off the filter box and selecting appropriate fields

NetID Test\_Department\_G00771 my profile | logout 2007-10-25 tg00771 01 | 2 item(s), 47.32 USD

# Product Search - All

Search for PR No. [ ] [Go]

home | my favorites | product search | carts | approvals | history | my profile

search tools | my favorites

### Product Search Help

The **Product Search** interface is used for performing keyword searches to find products in hosted catalogs. Logical operators are leveraged by including keywords in one or more of the keyword fields, e.g., *must include the words* is the equivalent of an **AND** operator before each keyword entered. For additional information on each keyword field, select its label next to the entry box.

#### SEARCH\*FEATURES

- Select the **ALL** category for searching all hosted categories simultaneously.
- **Remembered Parameters**-The number of results per page and the selection of the **Include similar terms** check box is remembered between searches including **Quick Order**. Additionally, entered search terms are remembered as search category is changed when refining Search Results.
- **Include similar terms**-allows the search method to be switched between an exact search method (search for the precise tokens entered) and a search method that looks for terms that are similar to the ones entered in the search interface.
- **Multi-Searches**-multiple suppliers, manufacturers, or catalog numbers can be searched simultaneously to help limit search results. Use any of these search fields and separate the multiple values by a space. All products matching the entered values are returned in **Search Results**

Favorites | Fast Order | **Product Search** | Forms

- All Category Search

### Categories

All more...

Non-Catalog Item

### Other Searches

Browse by Supplier

Browse by Category

chemicals

Enter search terms, e.g., supplier name, catalog no., product name, CAS#, etc.

Select to search for items that have all keywords entered (more...)

Include similar terms

Search

advanced search options.

### External Catalog

Corporate Express | DELL | Invitrogen technologies

https://usertest.sciquest.com/apps/Router/...

### Help for Select to search for items that have all keywords entered (more...)

Select to search for items that have all keywords entered (more...)

Selecting this option forces the search engine to find only products that have all of the keywords entered. Deselect this option to have the search engine find products that include any of the keywords entered.

The system remembers this setting for future sessions.

New Product Search field has been added

Clicking on the (more...) button from above opens this dialog box which provides a detailed explanation of the search feature

## ➤ Additional Options from Product Search Results Screen

Clicking on a product description from the search results will now display the following options:

- Add to Active Cart
- Add to Favorites
- Add to Draft Cart or Pending PR/PO

**Flask, Erlenmeyer, Disposable Polycarbonate, Corning Brand. Wide Mouth. Cap Type: With Vented Cap, Graduated. Individually wrapped; sterile. Capacity: 1L**

Supplier	FISHER SCIENTIFIC COMPANY LLC	Price	364.81 USD
Part Number	07200672	Quantity	<input type="text" value="1"/>
Manufacturer Name	Corning Life Sciences Plastic	<input type="button" value="Go"/>	
Manufacturer Part Number	431147	Add To Active Cart	
System Packaging	25/CS	Add To Favorites	
Add to Draft Cart or Pending PR/PO			



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### Product Details

Supplier UOM	25/CS
Supplier Size	1 X 8
Category	Beakers
Category UNSPSC	41-12-18-03
Hazardous Material Indication	N
Link to Supplier Page	<a href="#">Click Here</a>
More Information URL	<a href="https://www.fishersci.com/itemdetai...">https://www.fishersci.com/itemdetai...</a>

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### Supplier Details


**FISHER SCIENTIFIC COMPANY LLC**  

3970 JOHNS CREEK RD  
SUITE 500  
SUWANCE, GA 30024 US

Phone No. +1 (866) 884-2019

Fax No.

Web Site URL 

 **Fisher Scientific**

Fisher Scientific is the world leader in serving science. We provide hundreds of thousands of products and services to research, healthcare, industrial, educational and government markets in 145 countries.

You can now add products to your cart directly from the search results screen

## SciQuest Release 7.3 Enhancements - for Approvers

- **New Approver Requisition Outbox** allows approvers to easily search and view all of their approved Requisitions

The screenshot displays the 'Approvals Requisition Outbox' interface. At the top, there is a user profile section for 'NetID Test\_Department\_G00771' with links for 'my profile' and 'logout'. A search bar is present with the text 'Search for PR No.' and a 'Go' button. The navigation menu includes 'home', 'my favorites', 'product search', 'carts', 'approvals', 'history', and 'my profile'. The 'Requisition outbox' tab is active. Below the navigation, there is a '+ Click to filter requisitions' button and a 'Show requisition details' link. The main content area is titled 'Requisition Approvals' and shows 'Results Found 1'. A table lists the requisition details:

Workflow Status	Requisition Number	Step Action	Step Name	Requisition Name	Requisitioner	Approval Date/Time	Requisition Total
✓	161163 <a href="#">view</a>	Requisition approved	Financial Approval	2007-11-02 tg00766 01	NetID Test_Department_G00766	11/2/2007 2:17 PM	108,300.00 USD

New  
Approver  
Requisition  
Outbox

- Approvers will be able to look up all of their approved Requisitions while limiting their search results ie: search by user name, date, or supplier name

The screenshot shows the 'Purchase Requisition Search' page. At the top, there is a navigation bar with links for 'home', 'my favorites', 'product search', 'carts', 'approvals', 'history', and 'my profile'. Below this is a sub-navigation bar with 'PO History', 'PR History', 'my requisitions', and 'my purchase orders'. A red arrow points to the 'PR History' tab. The main content area has a 'Select Query' button and two tabs: 'by PO No.' and 'by Requisition'. Below the tabs is a search form with fields for 'Requisition Name', 'Requisition No.', 'Supplier Name', and 'Catalog No. (SKU)'. A 'Filter' checkbox is checked, and a red arrow points to it. Below the search fields is a 'Search' button. The 'Filters' section includes radio buttons for 'My Orders', 'Department Orders', and 'My Approved Orders', with 'My Approved Orders' selected. There are also date range fields for 'Start Date' and 'End Date', and 'Prepared for' and 'Prepared by' dropdowns. At the bottom, there are two boxes: 'PR Departments' and 'Only Include PR's From These Departments'. A yellow callout box with a black border points to the 'My Approved Orders' radio button and contains the text: 'Narrow search results by checking off the filter above and selecting appropriate fields'.