

PURCHASING SERVICES

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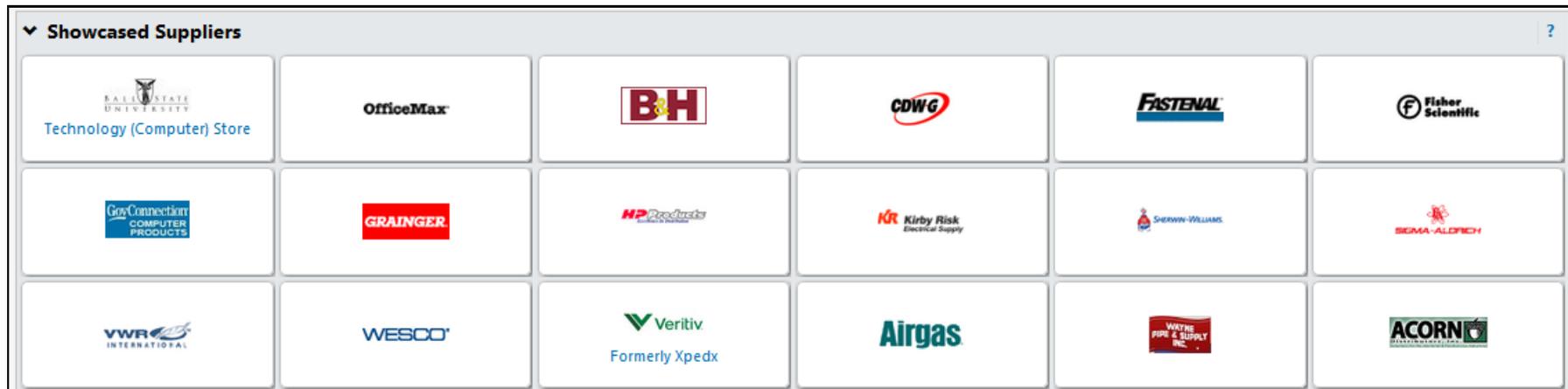
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SciQuest Homepage

Catalog types

Similar to other online shopping sites; you will search for products, add them to a cart, and then submit a purchase order to buy the products. In SciQuest there are three types of catalog categories you will use.



In SciQuest there are three types of catalog categories

Hosted Catalogs include products from authorized suppliers. You can search for products from within the purchasing system.

Punch-Out Catalogs include authorized suppliers and the catalogs are maintained by the suppliers directly.

Non-Catalog items include products or services from suppliers who do not maintain catalogs within the purchasing system.

Product or service information is entered manually. To select an item Enter the product or SKU number, description, quantity, and price for the item or service you are purchasing.

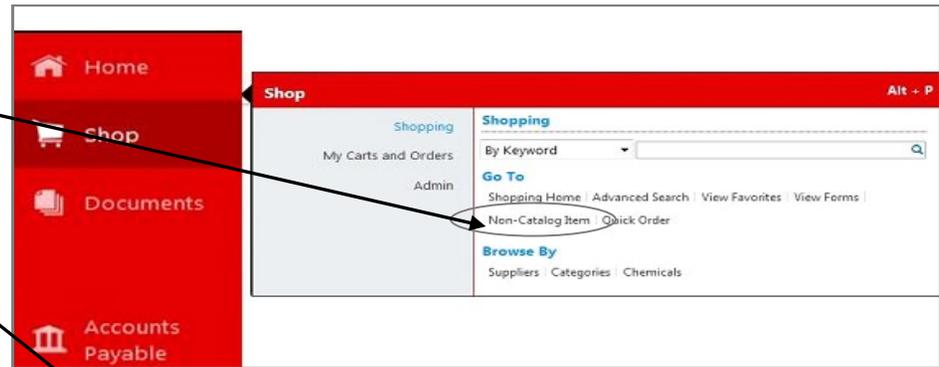
You can search for the suppliers, but if the university has not purchased products from this supplier within the **past 12 months**, you will not find them in the system. You will need to submit the “New Supplier Request” form.

Non-Catalog Shopping in SciQuest

Adding non-catalog items to a shopping cart

You can access the non-catalog entry form from various points on the Storefront and the shopping cart.

Choose a **NON-CATALOG ITEM**
If the product is unique and is only available from a vendor not in the system.



Non-Catalog items include products from vendors who do not maintain hosted catalogs within the purchasing system or for purchases goods or services from companies who are awarded bids for unique products or specialized services.

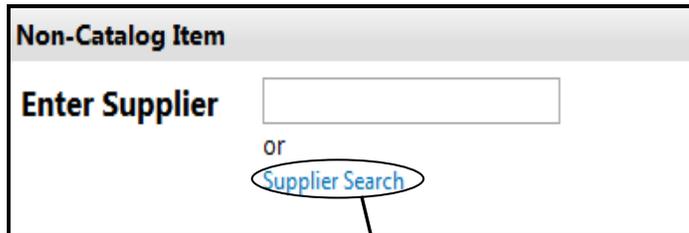
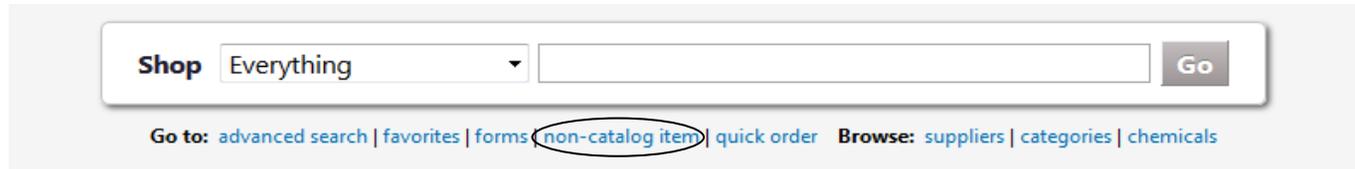
To order a non-catalog item; you will need to enter a product description, catalog number, price, manufacturer name, and part number for the product being ordered. Or enter a detailed description, supplier, and price for the service.

The more information entered can keep you from ordering the wrong product.

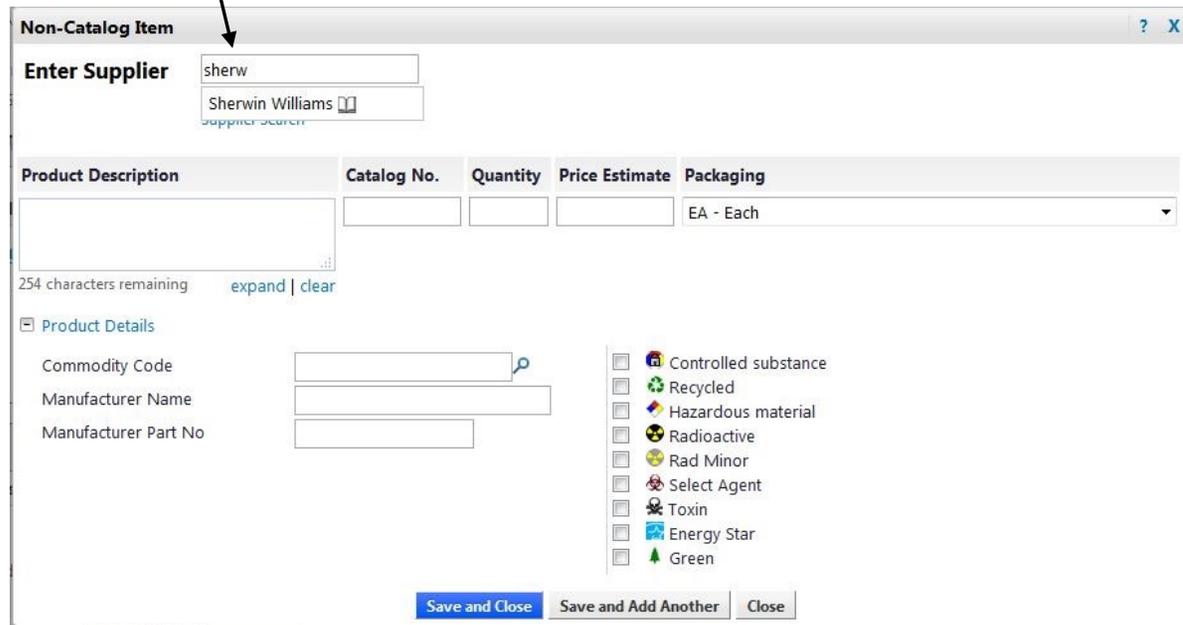
Non-Catalog Shopping in SciQuest

Searching for your Supplier

1. CLICK ON the NON-CATALOG link from the home/shop screen.



2. ENTER or SEARCH FOR the supplier's name.
NOTE: If you cannot find a match, you will need to complete the Supplier Request form first. Only suppliers used within the past 12 months were carried forward into the new system. Suppliers with AP addresses will not be in the system.



Non-Catalog Shopping

Adding a non-catalog product to your shopping cart

3. ENTER details about the product in the fields provided.

Product Description—include a SKU or product number and a brief description of the product or specialized service you are purchasing. There is a 254 character limit.

Catalog No.— Optional. You may enter the SKU or product number here.

Quantity — Enter the quantity amount you want to purchase.

Price Estimate—Enter a cost for product. The amount you enter here will be multiplied by the quantity.

Packaging—Select a packaging option from the menu of choices relative to how the item(s) you are purchasing is packaged.

The manufacturer name and part number may be needed to further describe the product if it is being purchased through a third-party supplier.

If the product has qualifying characteristics, you must check the appropriate box which best describes its category type so proper handling and security measures can be made for its delivery, storage, and disposal.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
paint		1	50.00	EA - Each

249 characters remaining expand | clear

Product Details

Commodity Code: 31210000

Manufacturer Name: []

Manufacturer Part No: []

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

Save and Close Save and Add Another Close

Non-Catalog Shopping

Adding a non-catalog product to your shopping cart

4. You must select a Commodity Code to further describe the type of product you are purchasing. This information will help collect information about the types of purchases the university processes annually. Advance to the next page to learn more about searching for and using commodity codes.
5. Select SAVE AND CLOSE to add the item to your cart.

The screenshot shows a web form titled "Non-Catalog Item" for a supplier named "Sherwin Williams". The form includes a table for product details and a section for product details. Two blue boxes with arrows point to specific elements: "Selecting Commodity Codes Search" points to a search icon in the Commodity Code field, and "Save and Close" points to the "Save and Close" button at the bottom.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
paint		1	50.00	EA - Each

Product Details

Commodity Code: 31210000

Manufacturer Name: []

Manufacturer Part No: []

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

Buttons: Save and Close, Save and Add Another, Close

Searching for a Commodity Code

Adding a non-catalog product to your shopping cart

Assigning commodity codes to products will help organize our purchases by product categories (commodities) so the university can make better purchasing decisions in the future. Selecting an accurate commodity code is important. When choosing a code, think about the broader category the product you are purchasing may fit into if you were looking for it in a store. For example in retail stores, to find mustard, you would look for condiments; or to find a writing pen, you would look for office supplies; or to find a hammer, you may search for hardware or small hand tools. Select the broader category the product you are purchasing would logically fit into.

Selecting Commodity Codes Search

Non-Catalog Item

Sherwin Williams [select different supplier](#)

500 East Mcgalliard Rd, Muncie, IN 47302 US

[Distribution Methods](#)

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
paint		1	50.00	EA - Each

749 characters remaining [expand](#) | [clear](#)

Product Details

Commodity Code: 31210000

Manufacturer Name:

Manufacturer Part No:

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

[Save and Close](#) [Save and Add Another](#) [Close](#)

Commodity Code Search

Code starts with...

Description contains...

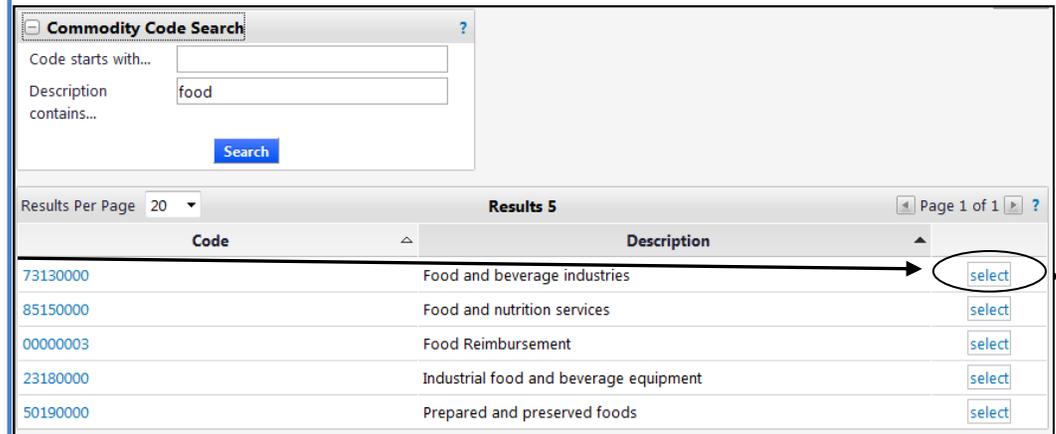
[Search](#)

Searching for a Commodity Code

Selecting the Commodity code for your cart item

Assigning commodity codes to products will help organize our purchases by product categories (commodities) so the university can make better purchasing decisions in the future. Selecting an accurate commodity code is important. When choosing a code, think about the broader category the product you are purchasing may fit into if you were looking for it in a store. For example in retail stores, to find mustard, you would look for condiments; or to find a writing pen, you would look for office supplies; or to find a hammer, you may search for hardware or small hand tools. Select the broader category the product you are purchasing would logically fit into.

1. Enter in the Key word without entering a code you would like to search for i.e.: Food.
2. All of the codes that contain the key word will be returned in the result.
3. Then select your code by clicking on the select option to the right of the title.
4. When using a keyword, it reduces the number of returned results from the shortened list and it is easier to find a logical commodity (product) category to choose.



The screenshot shows a web interface for searching commodity codes. At the top, there is a search box titled "Commodity Code Search" with a question mark icon. Below the title, there are two input fields: "Code starts with..." (empty) and "Description contains..." (containing the text "food"). A blue "Search" button is positioned below the second field. Below the search area, there is a table of results. The table has two columns: "Code" and "Description". The table shows 5 results, with "Results Per Page" set to 20 and "Page 1 of 1" displayed. The first result is highlighted with a black arrow pointing to a "select" button in the right margin. The "select" button for the first result is circled in red.

Code	Description	
73130000	Food and beverage industries	select
85150000	Food and nutrition services	select
00000003	Food Reimbursement	select
23180000	Industrial food and beverage equipment	select
50190000	Prepared and preserved foods	select

Shopping Cart Checkout

Checking out the Shopping Cart Order

The screenshot shows a shopping cart interface for Sherwin Williams. At the top right, it displays '1 Item(s) for a total of 100.00 USD', with a subtotal of 100.00 USD and estimated tax, shipping & handling of 0.00 USD. A blue button labeled 'Proceed to Checkout' is circled in red, with an arrow pointing to it from below. To its right is an 'Assign Cart' button. Below the cart summary, there are several utility buttons: 'Continue Shopping', 'Add Non-Catalog Item', 'Empty cart', and 'Perform an action on (0 items selected)...'. The main product section shows a 'Sherwin Williams paint' item added on Nov 4, 2016. The 'Commodity Code' field is highlighted with a yellow box and a red error message 'Required field'. The item details table shows a unit price of 100.00 USD, a quantity of 1, and a total of 100.00 USD. There are buttons for 'Add to Favorites', 'Remove', 'More Actions', and 'Update'.

6. After you have reviewed your cart and are satisfied with it, select **PROCEED TO CHECKOUT** by selecting the Proceed to Checkout option. When reviewing your cart verify the following items: amounts, quantity, commodity codes, product information, and make sure that you have not combined your cart request with a form request. Combining product requests with form requests will delay your requests.
7. If you forgot to add a commodity code, the system will prompt you to enter one. You will not be able to proceed to the next step until you enter a code. If you have any information that is incomplete, the system will present you with a yellow box to indicate that you have incomplete items that are required.
8. Select the magnifying glass to search for a commodity code. *Please refer back to Searching for a Commodity Code for additional information.*
9. Once required fields have been completed and verifications made, then select **SAVE** and then select **PROCEED TO CHECK OUT**.

Shopping Cart Checkout

Requesting Confirmation and Completing missing information

The top screenshot shows a progress bar with the following steps: General (green check), Shipping (red warning), Billing (green check), Accounting Codes (red warning), Internal Notes and Attachments (green check), External Notes and Attachments (green check), and Final Review (red warning). Below the progress bar are buttons for 'Place Order' and 'Assign Cart', and links for 'Return to shopping cart' and 'Continue Shopping'.

The bottom screenshot shows the same progress bar, but all steps are now marked with green checkmarks. A yellow message box contains the text: "All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page." The 'Place Order' button is circled in red.

All of the steps must be marked green for you to proceed with your order. If they do not have a green check, then you need to review the information in that area. It is indicating that something incomplete.

10. Once all of the steps are marked with green approvals, select **PLACE ORDER**.
11. The action taken on Step 12 will confirm that your request as been accepted by the system.
12. Select the link labeled **APPROVALS TAB** to check the approvals status for your order.
13. To check the approval status of past orders, SELECT the history tab. a) From the primary menu and then SELECT **PR History**. b) The active approval step indicated by the doubled box.

The screenshot shows a navigation menu with two rows of tabs. The first row contains 'Requisition' (highlighted with a double border), 'PR Approvals', 'PO Preview', 'Comments', 'Attachments', and 'History'. The second row contains 'Summary' (highlighted with a double border), 'Shipping', 'Billing', 'Accounting Codes', 'Supplier Info', and 'Taxes/S&H'.

Shopping Cart Request Confirmation

Order Confirmation

This indicates that your order has been confirmed, you will receive your order and that your order has been accepted by the system. You will receive an order confirmation in the email notifications.

 **Requisition Submitted**

Next Steps
You can view or print this at: [Requisition 1693158](#), or via the [Document Search](#) page

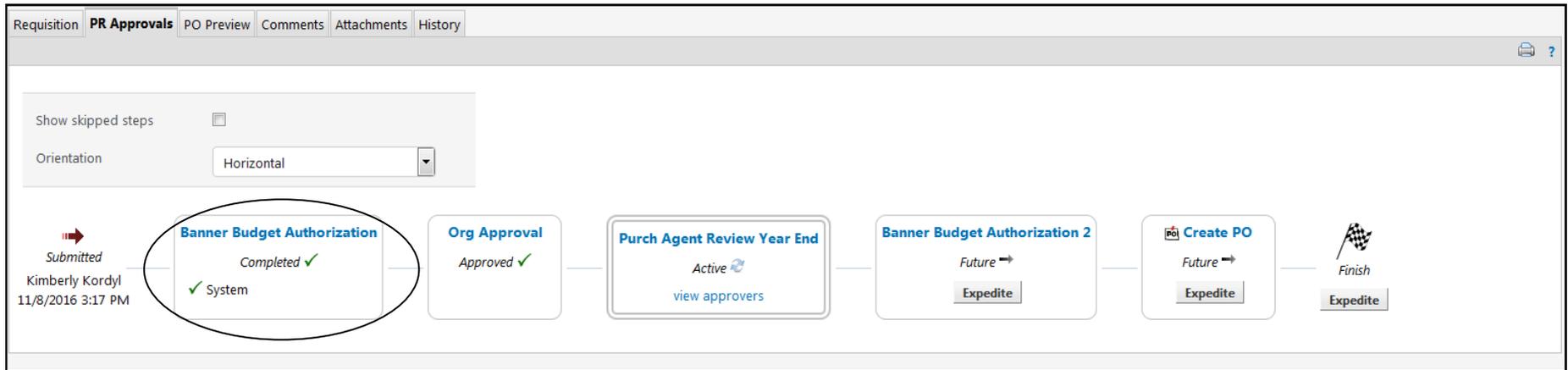
- [View Approval Status](#)
- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

Requisition Summary

Requisition number	1693158 Quick View
Requisition status	Pending
Cart name	
Requisition date	11/8/2016
Requisition total	100.00 USD
Number of line items	1

Shopping Cart Approval Status

Checking the approval status of your order



14. Select the link labeled **APPROVALS TAB** to check the approval status of your order.
15. You can **CLICK ON** the requisition number to see the detailed view of your order.
16. When you are finished placing orders, **SELECT** the logout link to end the session.

