

SCIQUEST V8.1 UPGRADE

Non-Catalog Item entry is improved!

- Eliminate repetitive data entry steps! A new pop-up window form allows you to enter multiple Non-Catalog Items all at one time.
- Conveniently locate the new Non-Catalog Item pop-up window via several locations in SciQuest including within your shopping cart.
- Streamline adding supplier attachments through only one location --- item in the shopping cart.

Remember to use the Non-Catalog Item functionality when:

- an item is not contained in the Hosted Catalog
- an item is not contained in an External (punch-out) Catalog
- you have received a quotation from a supplier

Here's the new method for entering Non-Catalog Items:

PLACING A NON-CATALOG ITEM INTO YOUR CART:

The screenshot shows the SciQuest V8.1 web interface. The top navigation bar includes 'Home - Product Search' and a search field. The main content area is titled 'Welcome NetID Test_Department_G00660'. A 'Product Search' tab is selected and circled in red. Below it, the 'All Category Search' section is visible, with the 'Non-Catalog Item' option highlighted in a red circle. A yellow callout box on the left contains the following text:

- 1) Begin at SciQuest home page.
- 2) Click **Product Search**.

A second yellow callout box on the right contains the following text:

- 3) Click **Non-Catalog Item**. (Note the new icon.)

The interface also shows a 'Review' section with 'My Requisitions' (3 Rejected Items, 28 Total Requisitions), 'History', and 'Draft Carts'. The 'My Resources' section is visible at the bottom.

NetID Test_Department_G00660 my profile | logout 2008-03-11 tq00660 01 | 0 item(s), 0.00

Home - Product Search

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

desktop

Non-Catalog Item

{No Supplier Selected} choose supplier...

Product Description	Catalog No.	Product Size (Optional)	Quantity	Price	Unit of Measure

255 characters remaining expand | clear

- Hide product details

Manufacturer Name

Manufacturer Part No

Save and Close Save and Add Another Close

Review

- My Requisitions
 - Rejected Items: 3
 - Total Requisitions: 28
- History
- Draft Carts

My Resources

Browse by Category

- chemicals - BETA
- chemicals

Corporate Express DELL GoxConnection Invitrogen GRAINGER

4) A new pop-up window appears. To search and pick your supplier, click **choose supplier**.

NetID Test_Department_G00660 my profile | logout 2008-03-11 tq00660 01 | 0 item(s), 0.00

Home - Product Search

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

desktop

Non-Catalog Item

FISHER SCIENTIFIC COMPANY LLC ² \$ change...

+ Show distribution methods

Product Description	Catalog No.	Product Size (Optional)	Quantity	Price	Unit of Measure
Beaker	123-4565		12	3.65	Each

249 characters remaining expand | clear

- Hide product details

Manufacturer Name

Manufacturer Part No

Save and Close Save and Add Another Close

My Requisitions

- Rejected Items: 3
- Total Requisitions: 28

History

Draft Carts

My Resources

chemicals

chemicals

5) Enter appropriate information for your purchase.

6) If you have more than one item for the same supplier, click **Save and Add Another** button.

WebID Test_Department_G00660 my profile | logout

Home - Product Search

home | my favorites | product search

desktop

Non-Catalog Item

Recently added items:

Supplier Name	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity
FISHER SCIENTIFIC COMPANY LLC	Beaker	123-4565	EA	3.65 USD	12 EA

FISHER SCIENTIFIC COMPANY LLC **2** \$ change...

+ Show distribution methods

Product Description Catalog No. Product Size (Optional) Quantity Price Unit of Measure

255 characters remaining expand | clear

- Hide product details

Manufacturer Name

Manufacturer Part No

Controlled substance
 Hazardous material
 Radioactive

Save and Close Save and Add Another Close

My Resources

NOTE: The pop-up window will stay open and the first item is at the top of the window.

OPTIONAL: To enter another item, enter product information here.

https://user.test.suquest.com/apply/router/#/home:unstrip=1204270011077

WebID Test_Department_G00660 my profile | logout

Home - Product Search

2008-03-11 tg00660 01 | 12 item(s), 43.80

Search for [] Go

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

desktop

Non-Catalog Item

Recently added items:

Supplier Name	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity
FISHER SCIENTIFIC COMPANY LLC	Beaker	123-4565	EA	3.65 USD	12 EA

FISHER SCIENTIFIC COMPANY LLC **2** \$ change...

+ Show distribution methods

Product Description Catalog No. Product Size (Optional) Quantity Price Unit of Measure

Beaker, Large 456-789 24 4.12 Each

242 characters remaining expand | clear

- Hide product details

Manufacturer Name

Manufacturer Part No

Controlled substance
 Hazardous material
 Radioactive

Save and Close Save and Add Another Close

History

Draft Carts

My Resources

7) When you have entered all your products, click the Save and Close button.

The item(s) entered will be added to your cart and the pop-up window will close.

2008-03-11 tg00660 01 | 36 item(s), 142.68

Home - Product Search

home | my favorites | product search | forms

Search for PR No. [dropdown] [Go]

WELCOME TO YALE ePROCUREMENT ?

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

Quick Links:

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

Review ?

- My Requisitions
 - Rejected Items: 3
 - Total Requisitions: 28
- History
- Draft Carts

My Resources ?

Categories

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

All more...

Non-Catalog Item

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

Include similar terms

Search

advanced search options...

Other Searches

- Browse by Supplier
- Browse by Category
- chemicals - BETA
- chemicals

External Catalog

Corporate Express | DELL | Cox Connection | Invitrogen | GRAINGER

ADDITIONAL WAYS TO ACCESS THE NON-CATALOG ITEM ENTRY AREA

You can access the Non-Catalog Item pop-window from the Edit Cart screen...

2008-03-11 tg00660 01 | 36 item(s), 142.68 USD

Cart - Draft Requisition

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

active cart | draft carts | my favorites | my requisitions

Create Cart

Add Products → Edit Cart → Review → Place Order

Requisition Approvals → PO Preview

Add Non-Catalog Item

Cart Name 2008-03-11 tg00660 01

Created By LS459

Select from profile values...

Select from all values...

Hide line details

FISHER SCIENTIFIC COMPANY LLC 2 \$ more info...

PO Number To Be Assigned

Add non-catalog item for this supplier...

Product Description

	Unit Price	Quantity	Ext. Price
1 Beaker	3.65	12 EA	43.80 USD
2 Beaker, Large	4.12	24 EA	98.88 USD
Supplier subtotal			142.68 USD
Subtotal			142.68
Total			142.68 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Save

Using this button to add Non-Catalog Items will open the pop-up window without supplier information.

Using this button to add Non-Catalog Items will open the pop-up window and pre-populate the supplier for your convenience.

You can also access the Non-Catalog Item pop-window from Browse by Supplier...

NetID Test_Department_G00660 my profile | logout 2008-03-11 tg00660 01 | 36 item(s), 142.68 USD

Browse by Supplier



















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

search tools | chemical structure search | my favorites

+ Click to expand Search for Supplier Filter

Supplier Search Results

Page Size 20 Total Records Found : 31 Page 1 of 2

Weight	Supplier Name	Type	Preference	Weight	Supplier Name	Type	Preference
100	A D PERKINS CO		SBE CT WBE 3	100	EASTERN BAG & PAPER COMPANY		WBE
				100	FISHER SCIENTIFIC COMPANY LLC		\$ 2
				100	GE HEALTHCARE		3
			2	100	GOVCONNECTION INC		\$ 2
			SBE 3	100	INVITROGEN CORPORATION		2 WBE
			3	100	KLING STOKROOM AT YALE UNIVERSITY		1 CT
100	BKM TOTAL OFFICE		2 CT	100	LONZA WALKERSVILLE INC FKA CAMBREX BIO SCIENCE		3
100	CORPORATE EXPRESS INC		\$ 2	100	MCKESSON MEDICAL SURGICAL INC		\$ 3
100	DAKO NORTH AMERICA INC		3	100	MEDICAL STOCKROOM AT YALE UNIVERSITY		1 CT

NetID Test_Department_G00660 my profile | logout 2008-03-11 tg00660 01 | 36 item(s), 142.68 USD

Browse by Supplier



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

search tools | chemical structure search | my favorites


+ Click to expand Search for Supplier Filter

Supplier Search Results

Page Size Total Records Found : 32 Page 1 of 2

Weight	Supplier Name	Type	Preference	Weight	Supplier Name	Type	Preference
100	A D PERKINS CO		SBE CT WBE 3	100	DELL MARKETING L P		\$ 2

Non-Catalog Item

A D PERKINS CO  3 WBE SBE CT change...


Product Description	Catalog No.	Product Size (Optional)	Quantity	Price	Unit of Measure
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Gram per Cubic Centimeter


255 characters remaining expand | clear


- Hide product details

Manufacturer Name

Manufacturer Part No

 Controlled substance

 Hazardous material

 Radioactive

Save and Close Save and Add Another Close

100 CORPORATE EXPRESS INC

100 MCKESSON MEDICAL SURGICAL INC