

## PTAEO Charging Instruction Visibility Added to SciQuest Purchase Requisitions and Purchase Orders

Review Details screen:

The screenshot shows the 'Review Details' screen for requisition 2006-03-22 pjxkg01 01. A yellow callout box with the text 'PTAEO and the VIP description are now visible along with the VIP on all screens for requisitions and purchase orders!' points to the 'Charging Instructions' section. In this section, the 'VIP' field is highlighted with a red circle and contains the text: 'VIP1367200 - 0037215.00,0001DB,,974504 Management Training Expenses for Clark Kent'. Other sections visible include 'Header Information', 'Supplier Info', and 'Yale Internal Info'.

- **Shoppers save time ordering** – quick access to VIP description eliminates extra steps verifying the correct VIP is being used
- **Approvers save time approving requisitions** - no need to cross-reference charging instructions on other documents
- **Business Offices save time on documentation and filing** - complete charging instructions print out on your purchasing records