

SciQuest 9.2

July 26, 2009

New and Improved:

The home and product search pages are combined into a streamlined **home/shop** page. This new and improved home shopping page has been redesigned to quickly direct you to the task at hand.

- Search hosted catalog products through **Shop at the Top**, with easy access to other shopping types such as non-catalog ordering and punch-out suppliers
- Actions Items displays pending and recently completed orders and approvals.

Click [here](#) to view the **Shop at the Top** Training Document

Click [here](#) to view the **Action Items** Training Document

The Product Search results focuses on key information such as item description and price.

- Sorting is now accomplished with a drop-down box which includes **Sort By Price**
- The **Compare** feature can be used across **multiple pages**.

Click [here](#) to view the **Product Search Results** Training Document

Favorites and Forms have been completely redesigned for ease of use.

- The tab on the Home/Shop page provides quick access to Favorites with a brand new tab for easy access to Forms.
- Additional features include “shared” favorites and forms, allowing favorites and forms to be shared across departments, groups of users, or the entire-organization. Email procurement@yale.edu if you are interested in a shared favorites folder.

Click [here](#) to view the **Managing Favorites** Training Document

Search Order History by VIP number.

- You can now search by VIP number in both Purchase Requisition (PR) and Purchase Order (PO) history.

Click [here](#) to view the **Search by VIP Number** Training Document

Brand New:

Requisition Approval Process

- Comments: An approver can request additional information and/or documentation for a purchase and the preparer can respond to the request directly within the purchase requisition.

Click [here](#) to view the **Comment Feature** Training Document

- Return a Requisition: An approver may return a requisition for changes without rejecting it. The preparer will not have to start over, but simply make the appropriate changes and resubmit the order.

Click [here](#) to view the **Return to Requisitioner** Training Document

- The Requisition Approvals tab will display the name, phone number and email address of the approver(s) for each workflow approval step.

Click [here](#) to view the **View Approvers** Training Document