



15.1 SciQuest Release Live Q&A Webinar

Agenda

- **Reminders**

- BearBuy Outage

- **What's new with 15.1?**

- Favorites look & feel
- Ability to search favorites
- “Add to New Cart” forms option
- Forms description look & feel
- Search filter options look & feel

- **System and Browser Recommendations**

- **Resources & Support**

REMINDERS



BEARBUY OUTAGE

- **BearBuy will be unavailable Friday, March 27 at 6pm to Sunday, March 29 at 9am.**
 - BearBuy will be up and running on Monday, March 30th.
- **What to expect during the outage**
 - BearBuy will not be available
 - In the event of a true purchasing emergency, please contact your Campus Buyer for assistance.
 - If you do not know who your Campus Buyer is, please contact Paul Mulligan at pmulligan@berkeley.edu for direction.

WHAT'S NEW WITH 15.1



Favorites Look & Feel

- Saving favorites allows for storing of frequently shopped items, eliminating need to search for these items every time
- Previously these actions were completed using buttons or links



Shop Shopping Go To View Favorites Favorites

New Edit Move/Copy Delete

(+) expand all (-) collapse all

Personal

- Office Supplies
- Lab Supplies

Lab Supplies

Results Per Page 10 Total Favorites : 12 Page 1 of 2

edit | move/copy | delete | add to cart

BEAKER GRIP AUTCLV 100ML CS48
from VWR INTERNATIONAL, INC.
Part Number 0620-994 (CS)
Manufacturer Info 222075-0100 - (DYNALON)

larger image

98.83 USD
Freight is included in price
48UNIT, CS
1 Add to Cart
check availability
edit | move/copy | delete

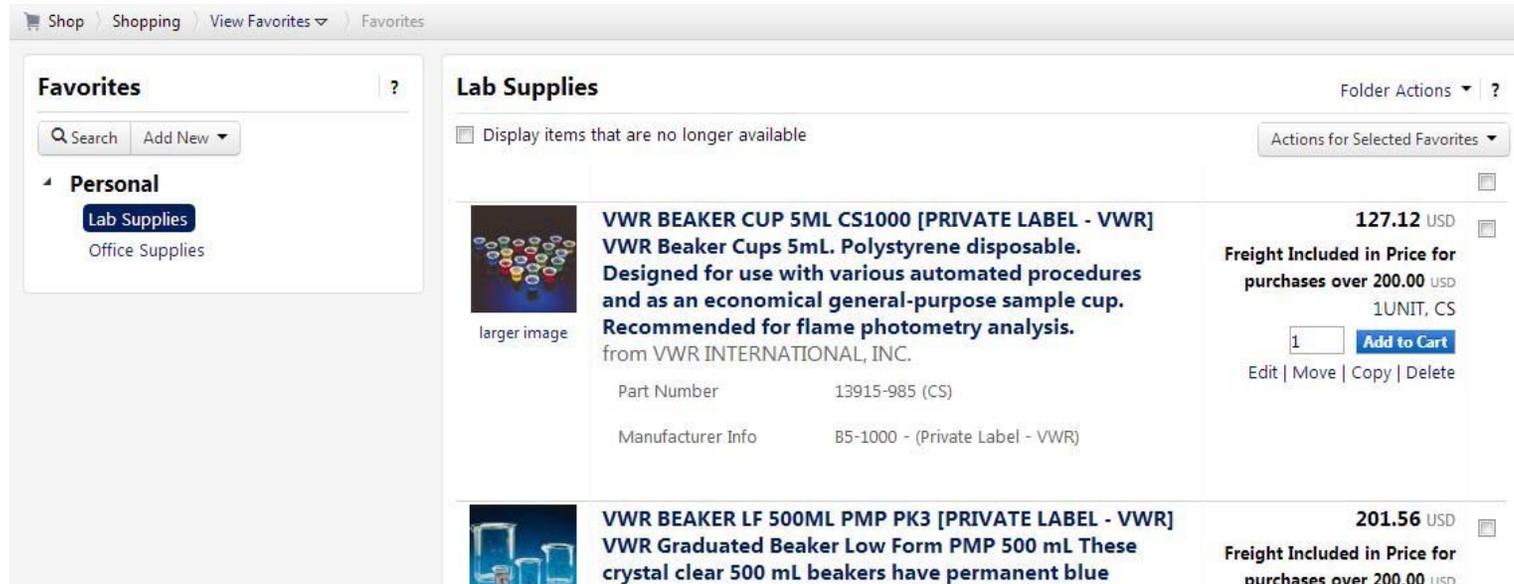
no image available

BEAKER PP GRADUATED 600ML CS5
from VWR INTERNATIONAL, INC.
Part Number 10031-468 (CS)
Manufacturer Info 522085-0600 - (DYNALON)

20.88 USD
Freight is included in price
5UNIT, CS
1 Add to Cart
check availability
edit | move/copy | delete

Favorites Look & Feel

- More streamlined and intuitive interface to save and manage favorites



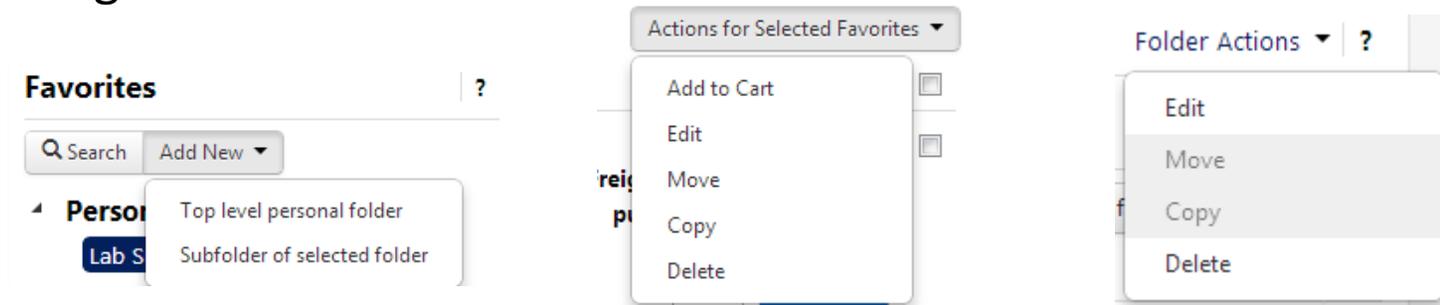
The screenshot shows the 'Favorites' section of the UC BearBuy website. The breadcrumb trail at the top reads 'Shop > Shopping > View Favorites > Favorites'. On the left, a 'Favorites' sidebar contains a search bar, an 'Add New' button, and a 'Personal' section with 'Lab Supplies' (selected) and 'Office Supplies'. The main content area is titled 'Lab Supplies' and includes a 'Folder Actions' dropdown and a checkbox for 'Display items that are no longer available'. Below this, two items are listed:

Item Name	Price
VWR BEAKER CUP 5ML CS1000 [PRIVATE LABEL - VWR] VWR Beaker Cups 5mL. Polystyrene disposable. Designed for use with various automated procedures and as an economical general-purpose sample cup. Recommended for flame photometry analysis. from VWR INTERNATIONAL, INC.	127.12 USD
VWR BEAKER LF 500ML PMP PK3 [PRIVATE LABEL - VWR] VWR Graduated Beaker Low Form PMP 500 mL These crystal clear 500 mL beakers have permanent blue	201.56 USD

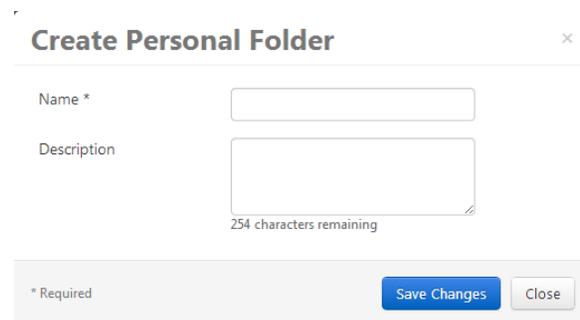
Each item listing includes a thumbnail image, a 'larger image' link, a quantity input field (set to 1), an 'Add to Cart' button, and links for 'Edit | Move | Copy | Delete'. A note for the first item states 'Freight Included in Price for purchases over 200.00 USD'. The second item has a note: 'Freight Included in Price for purchases over 200.00 USD'.

Favorites Look & Feel

- New drop-down menus for creating/editing favorites folders and taking action on favorite items



- Improved pop-up windows for actions such as creating new favorites folders



The screenshot shows a pop-up window titled 'Create Personal Folder'. It has a close button (X) in the top right corner. The form contains two fields: 'Name *' with a text input field, and 'Description' with a larger text area. Below the description field, it says '254 characters remaining'. At the bottom left, there is a note '* Required'. At the bottom right, there are two buttons: 'Save Changes' and 'Close'.

Ability to Search Favorites

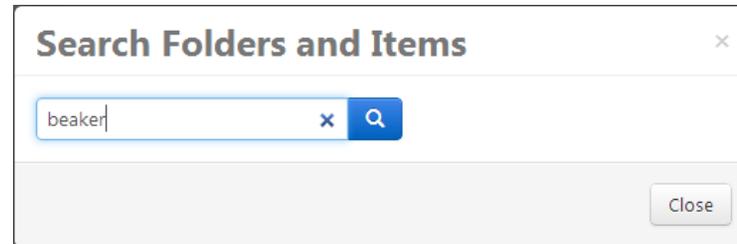
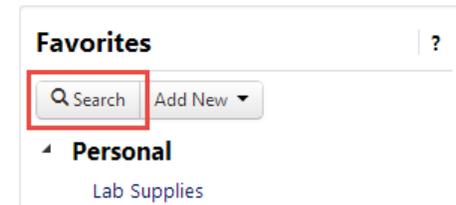
- Previously unable to search favorites



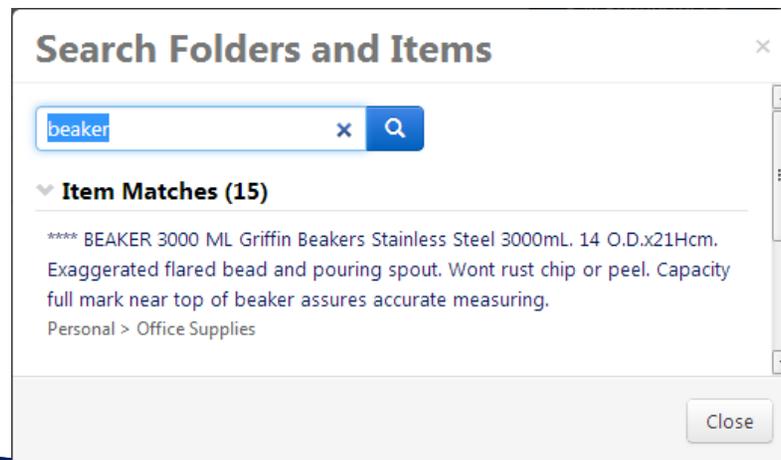
The screenshot shows the 'Favorites' section of the UC BearBuy website. The breadcrumb trail is 'Shop > Shopping > Go To > View Favorites > Favorites'. On the left, there is a 'Personal' sidebar with a tree view containing 'Lab Supplies', 'Beakers', 'Reagents', 'Office Supplies', and 'Paper'. The 'Lab Supplies' folder is expanded. The main content area is titled 'Lab Supplies' and shows 'Total Favorites : 12'. Below this, there is a search result for 'BEAKER GRIFFIN AUTCLV PP 100ML CS48' from VWR INTECH. The product details include a part number '-994 (CS)' and manufacturer information '5-0100 - (DYNALON)'. The price is listed as '98.83 USD' and 'Freight is included in price'. There is an 'Add to Cart' button with a quantity of '1'. A large red 'X' is overlaid on the product details, indicating a search failure or error.

Ability to Search Favorites

- Now Favorites and Favorite Folders are searchable
- New Search button in Favorites
- Search terms can be entered and will search favorites and folders for matches

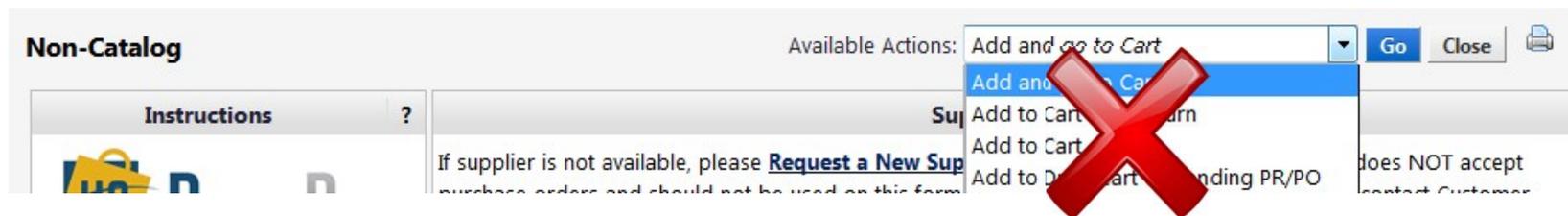


- Search results display folder matches first, then item matches
 - Click on an item in search results to go to that favorite or folder



New Forms “Add to New Cart” Option

- Available Actions dropdown menu options are used to add a form to a carts
- Previously can only add form to active cart or an existing draft cart
- No option to add the form to a new cart
- To add a form to a new cart, users had navigate to Draft Carts to create a new cart and then add the form to the newly created cart



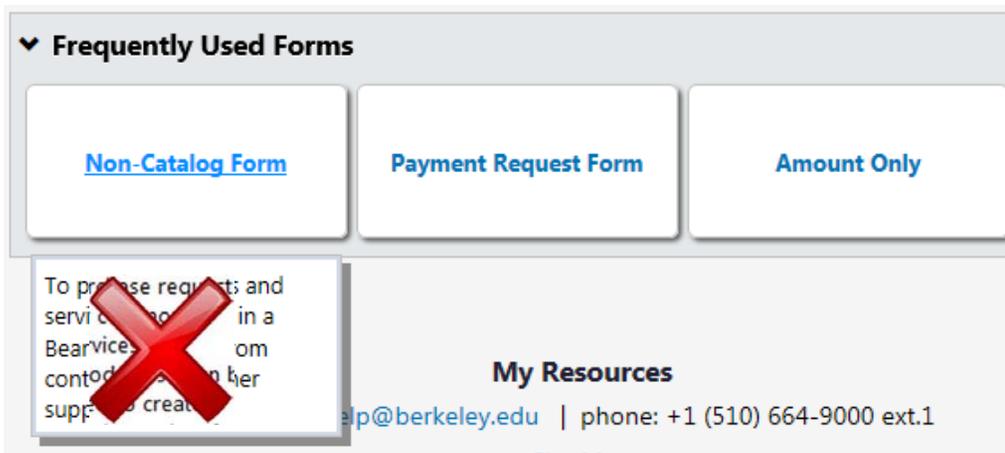
New Forms “Add to New Cart” Option

- New **Add to New Cart** option in Available Actions dropdown menu
- This option creates a new active cart and adds the form to this cart
- Your existing active cart (if any) will be saved as a draft cart located at  → **My Carts and Orders** → **View Draft Shopping Carts**



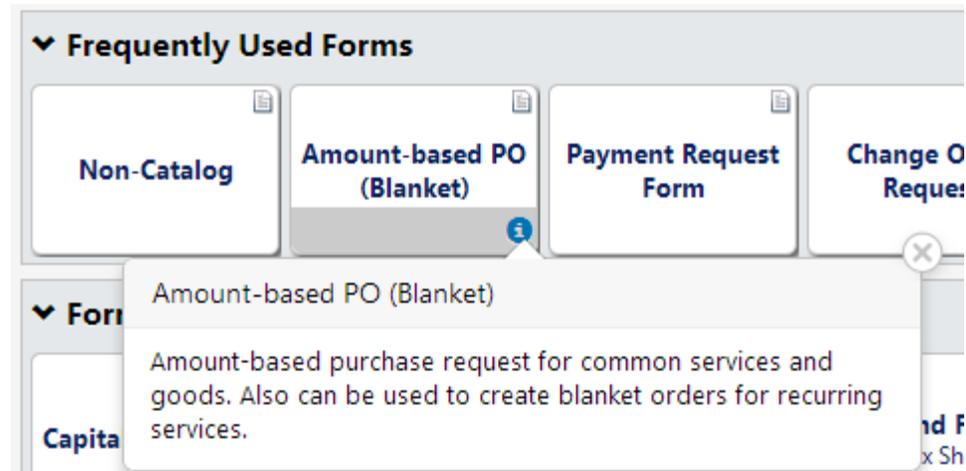
Forms Description Look & Feel

- Previously, hovering over a Form sticker on the Home/Shop page would display the form description
- When you move your cursor away from the form tile, the description disappears



Forms Description Look & Feel

- New information icon will show form descriptions when hovering your cursor over the Form sticker
 - An  icon will appear in the form tile
- Click on the  icon and the form description will show
- The description stays visible on the page until you click away



Search Filter Panel Look & Feel

- Previously, the search filter options panel in Document Search, My Approvals worklist and Contract search was gray with blue buttons

Start New Search Edit Search

Filtered by

Type: Requisitions
Date Type: Submit Date
Date Range: All Dates

Procurement Dept C [remove all]

Is Exactly: 40803

Save Search Search

Refine Search Results

Type: Requisitions

Date Range: All Dates

Prepared For: SONYA VALENCIA (108)

Filtered by

Type: Requisitions
Date Range: All Dates
View Approvals For: Jennifer Uy

Filter My Approvals

Type: Requisitions

Date Range: All Dates

View Approvals: Jennifer Uy (01225)

Folders

- My PR Approvals (8)
- Tiered Buyer Approval (NonContract) Buyer C& D Non Contract BVHDR (1)
- Tiered Buyer Approval (NonContract) Buyer B BOOPT (1)
- Tiered Buyer Approval (NonContract) Buyer C& D Non Contract URMED (1)

Search For Contract

advanced search options...

Quick search: Enter search terms, e.g., contract name, description

Search

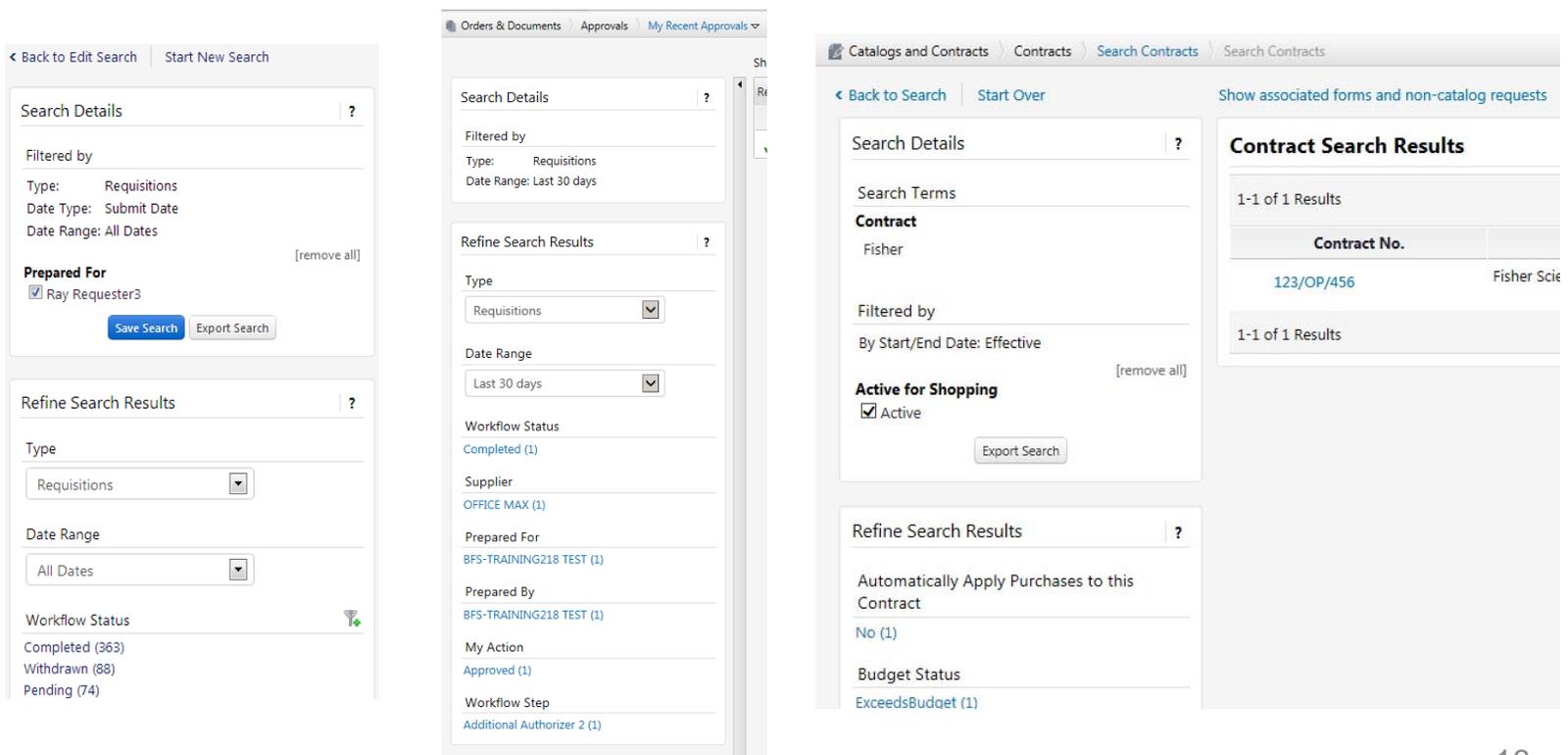
Show associated forms and non-catalog requests

Results Per Page: 200

Contract No.	Contract Name	Renewal No.	Supplier Name	Effective D
708/OP/039	Digital Copiers	0	XEROX CORPORATION	5/1/2005

Search Filter Panel Look & Feel

- New improved streamlined look to search filter options panel
- Same functionality as before
- Hyperlinks to edit search and start new search now replace old blue buttons above search panel



The image displays three screenshots of the search filter panel, illustrating the new streamlined look and the search results.

Left Screenshot: Search Filter Panel (New Look)

Search Details ?

Filtered by

Type: Requisitions
Date Type: Submit Date
Date Range: All Dates [remove all]

Prepared For

Ray Requester3 [remove all]

[Save Search](#) [Export Search](#)

Refine Search Results ?

Type

Requisitions

Date Range

All Dates

Workflow Status

Completed (363)
Withdrawn (88)
Pending (74)

Middle Screenshot: Search Filter Panel (Old Look)

Orders & Documents Approvals My Recent Approvals

Search Details ?

Filtered by

Type: Requisitions
Date Range: Last 30 days

Refine Search Results ?

Type

Requisitions

Date Range

Last 30 days

Workflow Status

Completed (1)

Supplier

OFFICE MAX (1)

Prepared For

BFS-TRAINING218 TEST (1)

Prepared By

BFS-TRAINING218 TEST (1)

My Action

Approved (1)

Workflow Step

Additional Authorizer 2 (1)

Right Screenshot: Search Results

Catalogs and Contracts Contracts Search Contracts Search Contracts

[Back to Search](#) [Start Over](#) [Show associated forms and non-catalog requests](#)

Search Details ?

Search Terms

Contract

Fisher

Filtered by

By Start/End Date: Effective [remove all]

Active for Shopping

Active [Export Search](#)

Refine Search Results ?

Automatically Apply Purchases to this Contract

No (1)

Budget Status

ExceedsBudget (1)

Contract Search Results

1-1 of 1 Results

Contract No.	
123/OP/456	Fisher Scie

1-1 of 1 Results

SYSTEM & BROWSER RECOMMENDATIONS



System & Browser Requirements

- These new features are supported on the following browsers:
 - **Internet Explorer 8 or above***
 - **Firefox latest version**
 - **Chrome latest version**
- To take advantage of all BearBuy features and functionality, always use one of these supported browsers
- Some features may not function on older browser versions
- The latest version of each browser works best
- For the latest BearBuy browser requirements, visit the supplychain.berkeley.edu/bearbuy/system-requirements page

*You must have "Compatibility View" turned off in Internet Explorer to view BearBuy properly. To turn "Compatibility View" off, open the Internet Explorer Tools menu and uncheck "Compatibility View".

RESOURCES & SUPPORT



Resources

- The BearBuy website is the source for the most up to date news, announcements and training resources.
 - supplychain.berkeley.edu/bearbuy
- Job aids & presentations available on the BearBuy website
 - supplychain.berkeley.edu/bearbuy/instructional-resources-0
- Follow us on Instagram!
 - Another source of receiving news about upcoming events
 - http://instagram.com/ucb_bearbuy?ref=badge
 - User name: ucb_bearbuy

Help Desk

- BearBuy Help Desk #1 place to stop for help:
 - BearBuy information (about BearBuy),
 - Recommended best practices,
 - Technical assistance,
 - Policy related questions, and
 - Much more!
- Contact the BearBuy help desk!
 - (510) 664-9000 Option 1, Option 2
 - Mon-Fri 8 AM to 5PM
 - [Email BearBuy Help](mailto:bearbuyhelp@berkeley.edu) (bearbuyhelp@berkeley.edu)

Questions and Answers!

