



## 16.2 SciQuest Release Upgrade July 2016





## **Topics**

- Reminders
  - BearBuy Outage
- What's new with 16.2?
- System and Browser Requirements
- Resources & Support

### **REMINDERS**







## **BearBuy Unavailable**

BearBuy will be unavailable Friday, July 29th at 6PM to Sunday, July 31st at 12PM.

- BearBuy will be up and running on Monday, August 1st.
- BFS will be unavailable from 6AM until 12PM on Sunday, July 31st.

#### 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 prior to the scheduled outage.

## What's New With 16.2

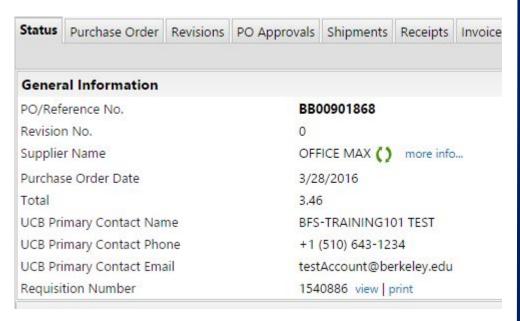




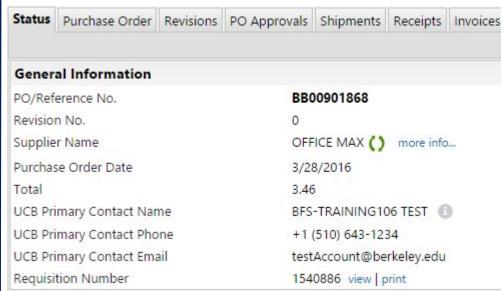


#### **Ability to Change Purchase Order Owner**

In 16.2, the Purchase Order Owner can be changed. We now have the ability to update the Purchase Order Owner, also known as the *UCB Primary Contact Name*:



Before the PO Owner/ UCB Primary Contact name change.



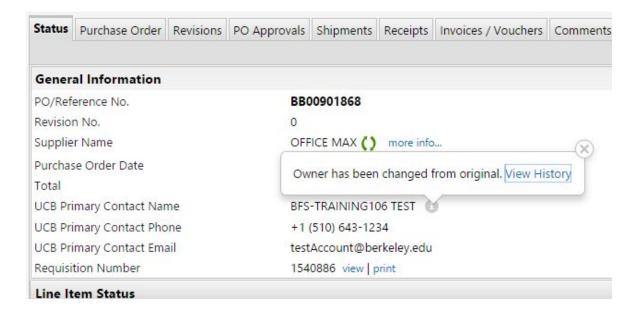
After the PO Owner name change, an information icon displays next to the Owner Name and allows you to navigate to View History of the document.





#### **Ability to Change Purchase Order Owner**

After the PO Owner/ UCB Primary Contact name change:



If you click on the information icon next to the UCB Primary Contact Name, the message above displays letting you know that the PO Owner has been changed. You can navigate to View History and see when the change was made and who the PO Owner used to be.

Once a Purchase Order owner is changed, subsequent invoices will reflect the updated owner. An additional Advanced Document Search criteria has been added under Status Flags: "With Modified Owner" to make searching for these POs easier.

Status Flags	
☐ With User Revisions	☐ With Rejected Lines
☐ With Errors	☐ With Cancellation
☐ With Backorders	☐ With Supplier Modifications
☐ With Attachments	✓ With Modified Owner
Requires Receipts	☐ With Credits
☐ With Substituted Invoice Items	☐ With Forced Matches
☐ With Returns	☐ With Cancelled Receipt Items
With Awarded Lines	





#### **Process to Request a Purchase Order Owner Name Change**

- → Submit a BearBuy Help Desk ticket
  - Include Purchase Order Owner Name Change in your request details
  - Provide a justification for PO Owner change
    - Example: original PO owner no longer works for the department or is no longer with the University
  - Provide Purchase Order number(s) needing Purchase Order
     Owner change and new PO Owner information (First and Last Name)

## SYSTEM & BROWSER REQUIREMENTS







### System & Browser Requirements

Platform	Browser Support
Windows	Internet Explorer (IE) Only Version 11  Edge – With Source-to-Settle 16.1 and Windows 10  Chrome – latest version – automatically updated by Google  Firefox – latest version – automatically updated by Mozilla  Opera 10 and higher
Macintosh	Safari 4.0 and higher Firefox – latest version – automatically updated by Mozilla
iPad	Safari – embedded browser within the iPad

- Effective January 2016 Microsoft supports only Internet Explorer browser version IE11. In keeping with SciQuest policy to support only browsers that are supported by the vendor, SciQuest supports only browser version IE11 of Internet Explorer. https://www.microsoft.com/en-us/WindowsForBusiness/End-of-IE-support
- Email approvals are designed to work with embedded browsers for Android, Blackberry, and iPhone/iPad mobile devices. Readability of emails vary based on email client and formatting selected.
- iPad is supported by SciQuest, however not all Supplier punch-out sites will support use of this device.
- Although Safari is supported by SciQuest, not all Supplier punch-out sites support this browser.



# RESOURCES & SUPPORT







#### Resources

Contact the BearBuy Help Desk

(510) 664-9000 Option 1, Option 2
Mon-Fri 8AM to 5PM
Email BearBuy Help (bearbuyhelp@berkeley.edu)

• The Supply Chain Management BearBuy web page is the source for the most up to date news, announcements and training resources.

supplychain.berkeley.edu/bearbuy

Job aids & guides are available on the Instructional Resources page.

supplychain.berkeley.edu/bearbuy/instructional-resources-0