



## 15.3 SciQuest Feature Release Upgrade

November 2015

# Topics

- **Reminders**
  - BearBuy Outage
- **What's new with 15.3?**
  - Changes to Supplier Profiles
  - Breadcrumb navigation persists
- **System and Browser Recommendations**
- **Resources & Support**

# REMINDERS

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# BEARBUY OUTAGE

- **BearBuy will be unavailable Friday, November 13<sup>th</sup> at 6PM to Sunday, November 15<sup>th</sup> at 9AM.**
  - BearBuy will be up and running on Monday, November 16<sup>th</sup>.
  - BFS will remain available during its normal daily hours of 7AM until 9PM.
- **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](mailto:pmulligan@berkeley.edu) for direction.

# WHAT'S NEW WITH 15.3

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What's New With 15.3

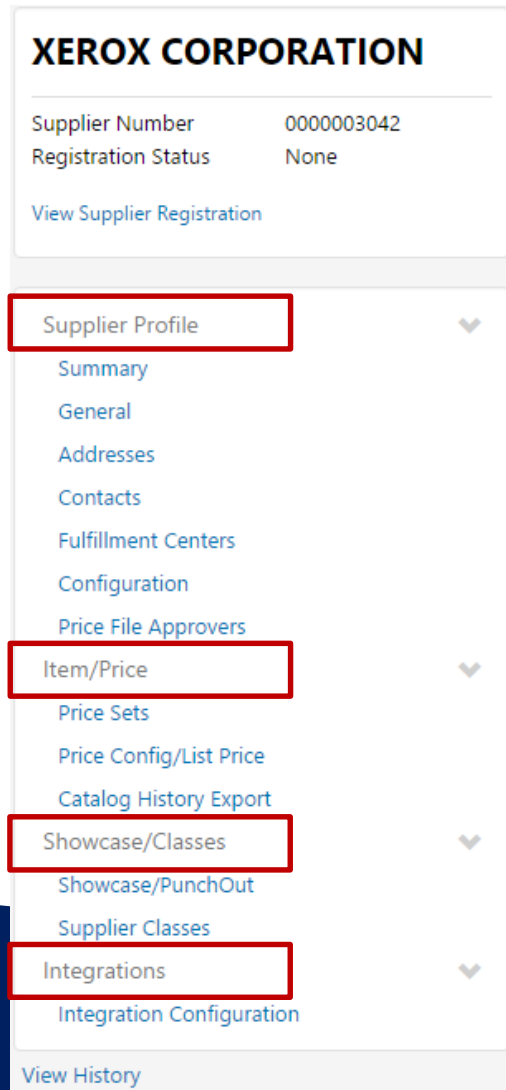
# CHANGES TO SUPPLIER PROFILES

# Changes to BearBuy Supplier Profiles

The left-navigation menu within a Supplier profile in BearBuy contains expandable main menu items. In 15.3, the left-navigation menu is updated with new page names.

## Current:

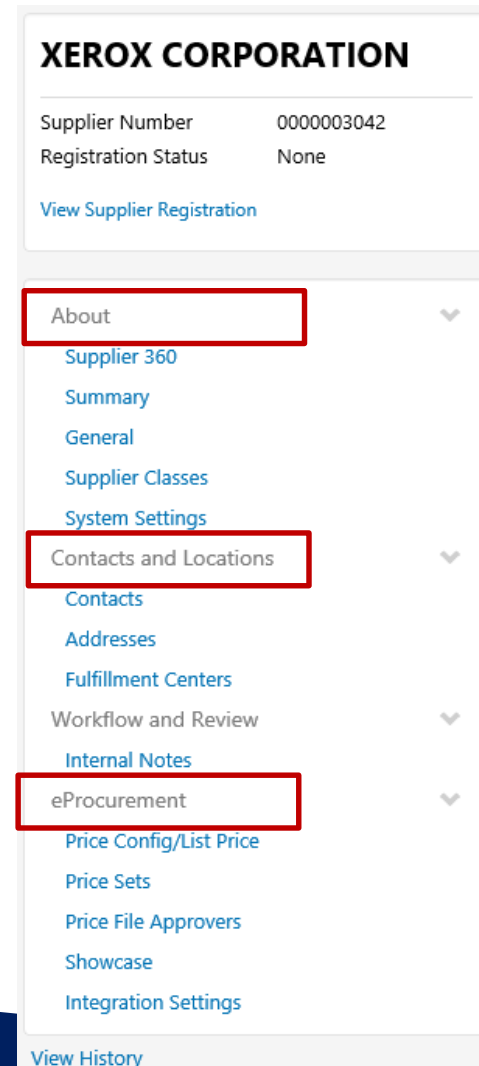
Pages in the Supplier Profile are as follows



- **Supplier Profile** section – Summary Page displays by default.
- Beside Supplier Profile information, other visible sections include: **Item/Price**, **Showcase/Classes**, and **Integration**.

## With 15.3 Release:

Pages will display as follows



- **About** section initially is expanded, with the default landing page being the **Supplier 360** page.
- About section contains the basic profile information.
- Other sections include: **Contracts and Locations** and **eProcurement**.

## Updated and New Sections

### About

- Contains basic information about the supplier.
- The existing Summary, General, Additional Information, Supplier Classes are contained here.

### Contacts and Locations

- Contains the pages for Contacts, Addresses, Locations, and Fulfillment Centers. There are no changes to the content on the individual pages.

### eProcurement

- Contains information related to hosted catalogs and price files, showcase settings, and integration settings.
- There are no changes to the features on the pages moved to this section.

### XEROX CORPORATION

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Supplier Number	0000003042
Registration Status	None

[View Supplier Registration](#)

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- About
- Supplier 360
- Summary
- General
- Supplier Classes
- System Settings
- Contacts and Locations
- Contacts
- Addresses
- Fulfillment Centers
- Workflow and Review
- Internal Notes
- eProcurement
- Price Config/List Price
- Price Sets
- Price File Approvers
- Showcase
- Integration Settings

[View History](#)



## Added Information

### XEROX CORPORATION

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Supplier Number: 0000003042  
 Registration Status: None

[View Supplier Registration](#)

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About ▼

- Supplier 360
- Summary
- General
- Supplier Classes
- System Settings

Contacts and Locations ▼

- Contacts
- Addresses
- Fulfillment Centers

Workflow and Review ▼

- Internal Notes

eProcurement ▼

- Price Config/List Price
- Price Sets
- Price File Approvers
- Showcase
- Integration Settings

[View History](#)

Supplier Details ↻ ?

<ul style="list-style-type: none"> <li><span style="color: blue;">🌐</span> In Network</li> <li><span style="color: green;">✅</span> Active</li> <li><span style="color: red;">📄</span> Non-Catalog</li> </ul>	<h3 style="margin: 0;">XEROX CORPORATION</h3> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Legal Name</td><td>XEROX CORPORATION</td></tr> <tr><td>DBA</td><td>XEROX CORPORATION</td></tr> <tr><td>Aliases</td><td>–</td></tr> </table> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Supplier No.</td><td>0000003042</td></tr> <tr><td>3rd Party Ref No.</td><td>–</td></tr> </table> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Date of Last Order</td><td>11/3/2015</td></tr> <tr><td>Diversity</td><td>–</td></tr> <tr><td>Registration Status</td><td>None</td></tr> </table>	Legal Name	XEROX CORPORATION	DBA	XEROX CORPORATION	Aliases	–	Supplier No.	0000003042	3rd Party Ref No.	–	Date of Last Order	11/3/2015	Diversity	–	Registration Status	None
Legal Name	XEROX CORPORATION																
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Aliases	–																
Supplier No.	0000003042																
3rd Party Ref No.	–																
Date of Last Order	11/3/2015																
Diversity	–																
Registration Status	None																

Business Description

There is no business description available for this supplier.

### Supplier 360

Supplier 360 is a new feature available with this release. This new feature is intended to provide greater insight to UC Berkeley’s relationship with a specific supplier. We will review this feature and make improvements to the content in the future.

Content in supplier details includes general information about the supplier including catalog type and supplier number.

What's New With 15.3

# **BREADCRUMB NAVIGATION PERSISTS**

## Breadcrumbs

Breadcrumb navigation displays at the top of the screen to help BearBuy users identify the current page and the menu path taken to access the page.

Users can also use the breadcrumbs to go to other pages accessible from the menus.

### Examples



# Previously, the breadcrumbs would disappear

If a user scrolled down on a page that was longer than the screen size the breadcrumbs would disappear.

Orders & Documents > Document Search > Search Documents > Document Search Logout

Go to: [simple search](#) | [my requisitions](#) | [my purchase orders](#) | [my vouchers](#) | [my forms](#)

Search Requisitions simple search

**Requisition Identification**

Requisition Number(s)

Requisition Name

**Requisition Information**

Participant(s)

Prepared For

Prepared By

Approved By

Date

Total Amount

Supplier

**Item/Product Information**

Catalog Number(SKU)

Product Description

Commodity Code

Form Name

Form Type

Product Flags

<input type="checkbox"/> Biological Hazard/Select Agent	<input type="checkbox"/> Controlled substance
<input type="checkbox"/> EHS Review (Toxic Gas, Hazardous Materials)	<input type="checkbox"/> Energy Star
<input type="checkbox"/> Green	<input type="checkbox"/> Hazardous material
<input type="checkbox"/> Radioactive	<input type="checkbox"/> Recycled
<input type="checkbox"/> Toxin	

**Contract Information**

# Previously, the breadcrumbs would disappear

If a user scrolled down on a page that was longer than the screen size the breadcrumbs would disappear.

Breadcrumb lost  
when scrolling  
down

UC BEARBUY

**Purchase Order Identification**  
Purchase Order Number(s)

**Workflow**  
Current Workflow Step

**Workflow Status**  
 Completed  Pending  
 Rejected  Withdrawn

**Sourcing Status**  
 Out for bid  Awarded bid  
 Outstanding Events

**Status Flags**  
 With Rejected Lines  With Withdrawn Lines  
 With Errors  With Attachments  
 Has lines sent for bid  Has lines sent for bid with no award  
 Has lines from an awarded event

**Custom Fields**

Account	Is Exactly	<input type="text"/>	Add another Account Select from all values...
BluCard Holder	Is Exactly	<input type="text"/>	Add another BluCard Holder Select from all values...
CA Partial Sales Tax	Is Exactly	<input type="text"/>	
Dept Ref No.	Is Exactly	<input type="text"/>	Add another Dept Ref No.
Fabrication Number	Is Exactly	<input type="text"/>	Add another Fabrication Number Select from all values...

# As of 15.3, the breadcrumbs persist at the top of the page

s and Documents > Document Search > Search Documents ▾ > Document Search

Go to: [simple search](#) | [my requisitions](#) | [my purchase orders](#) | [my vouchers](#) | [my forms](#)

Search  simple search

**Requisition Identification**

Requisition Number(s)

Requisition Name

**Requisition Information**

Participant(s)

Prepared For

Prepared By

Approved By

Sourcing Owner

Date

Total Amount

Supplier

**Item/Product Information**

Catalog Number(SKU)

Product Description

Commodity Code

Form Name

Product Flags

<input type="checkbox"/> Controlled substance	<input type="checkbox"/> Energy Star
<input type="checkbox"/> Green	<input type="checkbox"/> Hazardous material
<input type="checkbox"/> Rad Minor	<input type="checkbox"/> Radioactive
<input type="checkbox"/> Recycled	<input type="checkbox"/> Select Agent
<input type="checkbox"/> Toxin	

**Contract Information**

Contract Number

# As of 15.3, the breadcrumbs persist at the top of the page

Breadcrumb  
persist regardless  
of scrolling

Orders and Documents > Document Search > Search Documents > Document Search

Product Description

Commodity Code

Form Name

Product Flags

- Controlled substance
- Energy Star
- Green
- Hazardous material
- Rad Minor
- Radioactive
- Recycled
- Select Agent
- Toxin

**Contract Information**

Contract Number

**Purchase Order Identification**

Purchase Order Number(s)

**Workflow**

Current Workflow Step

**Workflow Status**

- Completed
- Pending
- Rejected
- Withdrawn

**Sourcing Status**

- Out for bid
- Awarded bid
- Outstanding Events

**Status Flags**

- With Rejected Lines
- With Withdrawn Lines
- With Errors
- With Attachments
- Has lines sent for bid
- Has lines sent for bid with no award
- Has lines from an awarded event

**Custom Fields**

Account  Is Exactly  [Add another Account](#)

# SYSTEM & BROWSER RECOMMENDATIONS

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# System & Browser Requirements

Platform	Supported Browser
Windows	Internet Explorer (IE) 8*, 9*, 10, 11 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

## DETAILS:

- Firefox 3.6 and IE 7 are not supported.
- 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, however not all Supplier punch-out sites will support use of this device.
- Although Safari is supported, not all Supplier punch-out sites support this browser.
- Any browsers not listed have not been validated by SciQuest and are not supported. Alpha, Beta, or unreleased versions of browsers are not supported

\* Internet Explorer versions 8 and 9 are not supported with attachment functionality (drag and drop for attachments and adding multiple attachments).

# RESOURCES & SUPPORT

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# Online Resources and Help Desk

- The BearBuy website is the source for the most up to date news, announcements and training resources.
  - [supplychain.berkeley.edu/bearbuy](https://supplychain.berkeley.edu/bearbuy)
- Job aids & Guides available on the Instructions Resources page.
  - [supplychain.berkeley.edu/bearbuy/instructional-resources-0](https://supplychain.berkeley.edu/bearbuy/instructional-resources-0)
- 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?

*Please send all related question to*  
[bearbuyhelp@berkeley.edu](mailto:bearbuyhelp@berkeley.edu)