



## **16.2 SciQuest Release Upgrade July 2016**

# Topics

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

# REMINDERS

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# 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

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## 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*:

Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	Invoices
<b>General Information</b>						
PO/Reference No.	BB00901868					
Revision No.	0					
Supplier Name	OFFICE MAX  <a href="#">more info...</a>					
Purchase Order Date	3/28/2016					
Total	3.46					
UCB Primary Contact Name	BFS-TRAINING101 TEST					
UCB Primary Contact Phone	+1 (510) 643-1234					
UCB Primary Contact Email	testAccount@berkeley.edu					
Requisition Number	1540886 <a href="#">view</a>   <a href="#">print</a>					

Before the PO Owner/ UCB Primary Contact name change.

Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	Invoices
<b>General Information</b>						
PO/Reference No.	BB00901868					
Revision No.	0					
Supplier Name	OFFICE MAX  <a href="#">more info...</a>					
Purchase Order Date	3/28/2016					
Total	3.46					
UCB Primary Contact Name	BFS-TRAINING106 TEST 					
UCB Primary Contact Phone	+1 (510) 643-1234					
UCB Primary Contact Email	testAccount@berkeley.edu					
Requisition Number	1540886 <a href="#">view</a>   <a href="#">print</a>					

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:

Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	Invoices / Vouchers	Comments
<b>General Information</b>							
PO/Reference No.	<b>BB00901868</b>						
Revision No.	0						
Supplier Name	OFFICE MAX <a href="#">more info...</a>						
Purchase Order Date							
Total							
UCB Primary Contact Name	BFS-TRAINING106 TEST						
UCB Primary Contact Phone	+1 (510) 643-1234						
UCB Primary Contact Email	testAccount@berkeley.edu						
Requisition Number	1540886 <a href="#">view</a>   <a href="#">print</a>						
<b>Line Item Status</b>							

Owner has been changed from original. [View History](#)

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

- |   |   |
|---|---|
| <input type="checkbox"/> With User Revisions            | <input type="checkbox"/> With Rejected Lines            |
| <input type="checkbox"/> With Errors                    | <input type="checkbox"/> With Cancellation              |
| <input type="checkbox"/> With Backorders                | <input type="checkbox"/> With Supplier Modifications    |
| <input type="checkbox"/> With Attachments               | <input checked="" type="checkbox"/> With Modified Owner |
| <input type="checkbox"/> Requires Receipts              | <input type="checkbox"/> With Credits                   |
| <input type="checkbox"/> With Substituted Invoice Items | <input type="checkbox"/> With Forced Matches            |
| <input type="checkbox"/> With Returns                   | <input type="checkbox"/> With Cancelled Receipt Items   |
| <input type="checkbox"/> 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

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# 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

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# Resources

- **Contact the BearBuy Help Desk**  
(510) 664-9000 Option 1, Option 2  
Mon-Fri 8AM to 5PM  
[Email BearBuy Help \(bearbuyhelp@berkeley.edu\)](mailto: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](http://supplychain.berkeley.edu/bearbuy)
- Job aids & guides are available on the Instructional Resources page.  
[supplychain.berkeley.edu/bearbuy/instructional-resources-0](http://supplychain.berkeley.edu/bearbuy/instructional-resources-0)