17.2 Jaggaer (SciQuest) Release Upgrade

August 2017
Topics

• Reminders
  ○ BearBuy Outage Schedule

• What’s new with 17.2?
  ○ My Carts and Orders: Navigation Name Change
  ○ New Cart Management Tabbed View

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BearBuy Unavailable

BearBuy will be unavailable Friday, July 28th at 6PM through Sunday, July 30th at 10AM.

- BearBuy will be up and running on Monday, July 31st.
- 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 prior to the scheduled outage.
What’s New With 17.2
My Carts and Orders: Navigation Name Change

The Shop menu navigation has been updated to simplify access to Carts. Previously all carts (active, draft, returned, and assigned) will be listed within My Carts and Orders > View Draft Shopping Carts.

Beginning July 31st, View Draft Shopping Carts will be relabeled to **View Carts**. You can still access all your carts within the newly relabeled section.

**Before 17.2 Release**

![Before 17.2 Release diagram]

**After 17.2 Release**

![After 17.2 Release diagram]
Tabbed Cart Management View

As stated, prior to 17.2, all carts (active, draft, returned, and assigned) were displayed in list format within the Draft Cart screen. Having all cart types listed on one page made it necessary to scroll through a large list to locate a cart.

**Before 17.2**
With 17.2, carts are organized in two tabs based on assigned states. All active and draft unassigned carts will be visible within the **Draft Cart tab**, and all assigned shopping carts listed within an **Assigned Carts tab**.

An **ACTIVE** indicator will display your **active cart**. Please note, you can only have 1 active cart regardless of assignment status. A cart icon will appear next to the tab that contains your active cart.

**After 17.2**

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Carts broken up by assigned status

<table>
<thead>
<tr>
<th>Cart Number</th>
<th>Shopping Cart Name</th>
<th>Date Created</th>
<th>Assigned To</th>
<th>Created By</th>
<th>Total</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1062264</td>
<td>2013-11-20 01999999</td>
<td>11/20/2013</td>
<td>lian millward</td>
<td>BFS-TRAINING100 TEST</td>
<td>20.55 USD</td>
<td>View</td>
</tr>
<tr>
<td>1930090</td>
<td>CSP 17.2 TEST Sce...</td>
<td>7/12/2017</td>
<td>BFS-TRAINING100 TEST</td>
<td>BFS-TRAINING102 TEST</td>
<td>2.500.00 USD</td>
<td>View</td>
</tr>
<tr>
<td>1949728</td>
<td>2017-07-20 Carla 02</td>
<td>7/20/2017</td>
<td>BFS-TRAINING100</td>
<td>Carla Prado</td>
<td>186.63 USD</td>
<td>View</td>
</tr>
<tr>
<td>1941923</td>
<td>Supplies for training...</td>
<td>7/18/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1954612</td>
<td>2017-07-25 01999999</td>
<td>7/25/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Your draft carts (including returned carts) will be visible within the Draft Carts tab. In this tab you are able to:

- Filter* your carts by: Cart name, Cart number, Date created, and Cart status.
- Delete carts: Navigate to cart in question, expand drop down and select Delete.
- Returned carts will be identified by the return icon.
- Activate carts: Select Activate to quickly mark the cart active without navigating away from screen.

*Please note: Cart type is another searchable filter. UCB currently marks all carts - normal
Assigned Cart Tab View & Functionality

Carts you have assigned to others AND carts assigned to you will be visible within the Assigned Carts tab. In this tab you are able to:

- **Filter** your carts by: Cart name, Cart number, Date created, Prepared for User, and Assigned to User
- **Delete** carts: Navigate to cart in question, expand drop down and select Delete
- **Return** carts: Return cart to original shopper without activating cart
- **Unassign** carts: Original shoppers can unassign carts regardless if the cart is activated by the cart authorizer. Unassigned carts will move to Draft Carts tab.
- **Activate** carts: Quickly marks cart active without navigating away from screen.
- **Assign Substitute**: Assigning substitute will give substitute access to view all carts assigned to you.
SYSTEM & BROWSER REQUIREMENTS
# System & Browser Requirements

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

- 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](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)](mailto:bearbuyhelp@berkeley.edu)
  *(Contacting the BearBuy Help Desk will generate a ticket that will be routed to the appropriate group for assistance and resolution.)*

● The Supply Chain Management BearBuy web page is the source for the most up to date news, announcements and training resources.
  [http://supplychain.berkeley.edu/campus/bearbuy](http://supplychain.berkeley.edu/campus/bearbuy)

● For Shopping changes specific to this release, you can review the *Cart Management Job Aid*.

● Job aids & guides are available on the Instructional Resources page.
  [http://supplychain.berkeley.edu/campus/bearbuy/instructional-resources](http://supplychain.berkeley.edu/campus/bearbuy/instructional-resources)