



17.2 Jaggaer (SciQuest) Release Upgrade

August 2017

Topics

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 - **BearBuy Outage Schedule**
- **What's new with 17.2?**
 - **My Carts and Orders: Navigation Name Change**
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REMINDERS



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

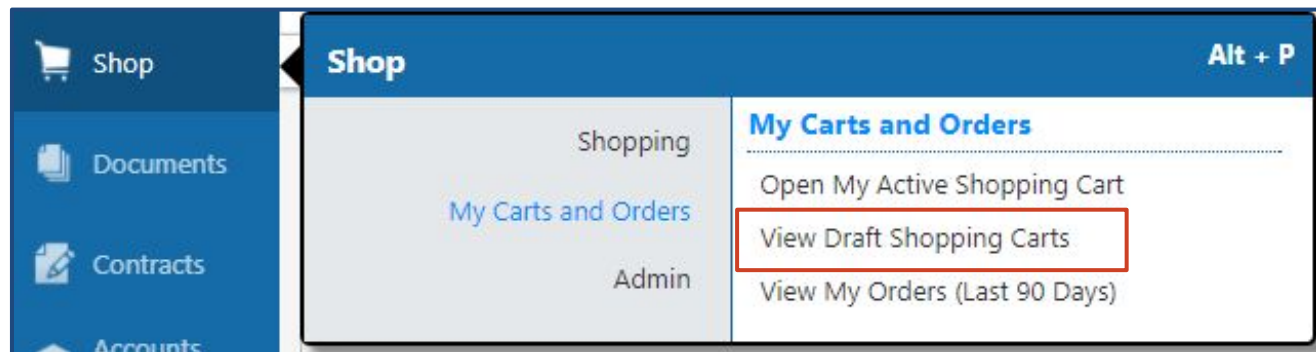


My Carts and Orders: Navigation Name Change

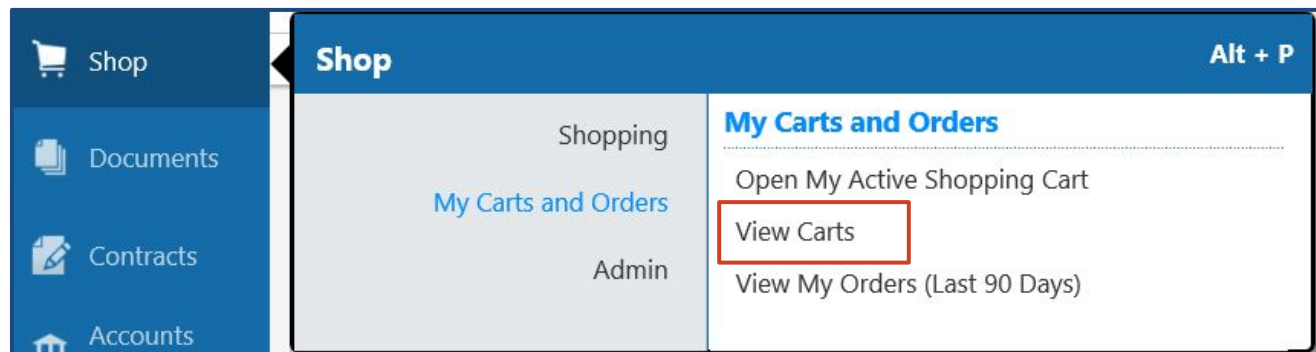
The Shop menu navigation has been updated to simplify access to Carts. Previously **all carts (active, draft, returned, and assigned)** will be listed within My Carts and Orders > View Draft Shopping Carts.

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



After 17.2 Release



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

All carts visible on same page

Shop > My Carts and Orders > View Draft Shopping Carts > Shopping Cart - Drafts Logout

[Create Cart](#)

[Assign Substitute](#)

My Returned Requisitions legend ?

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Withdraw
	91137831	2017-07-27 011814427 01	7/27/2017	Sept 2-Dec 22	1.00 USD	Withdraw

My Drafts legend ?

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	89866121	TechInstruments_CCarraro	6/23/2017	TechInstruments_CCarraro	300.70 USD	Delete

Drafts Assigned To Me legend ?

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	90500135	Assign Cart	7/12/2017		671.44 USD	Delete

My Drafts Assigned to Others legend ?

View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unassign
	91137513	2017-07-27 011814427 01	7/27/2017	Stacey Owens	2,076.52 USD	Unassign
	91137515	2017-07-27 011814427 02	7/27/2017	Stacey Owens	269.00 USD	Unassign

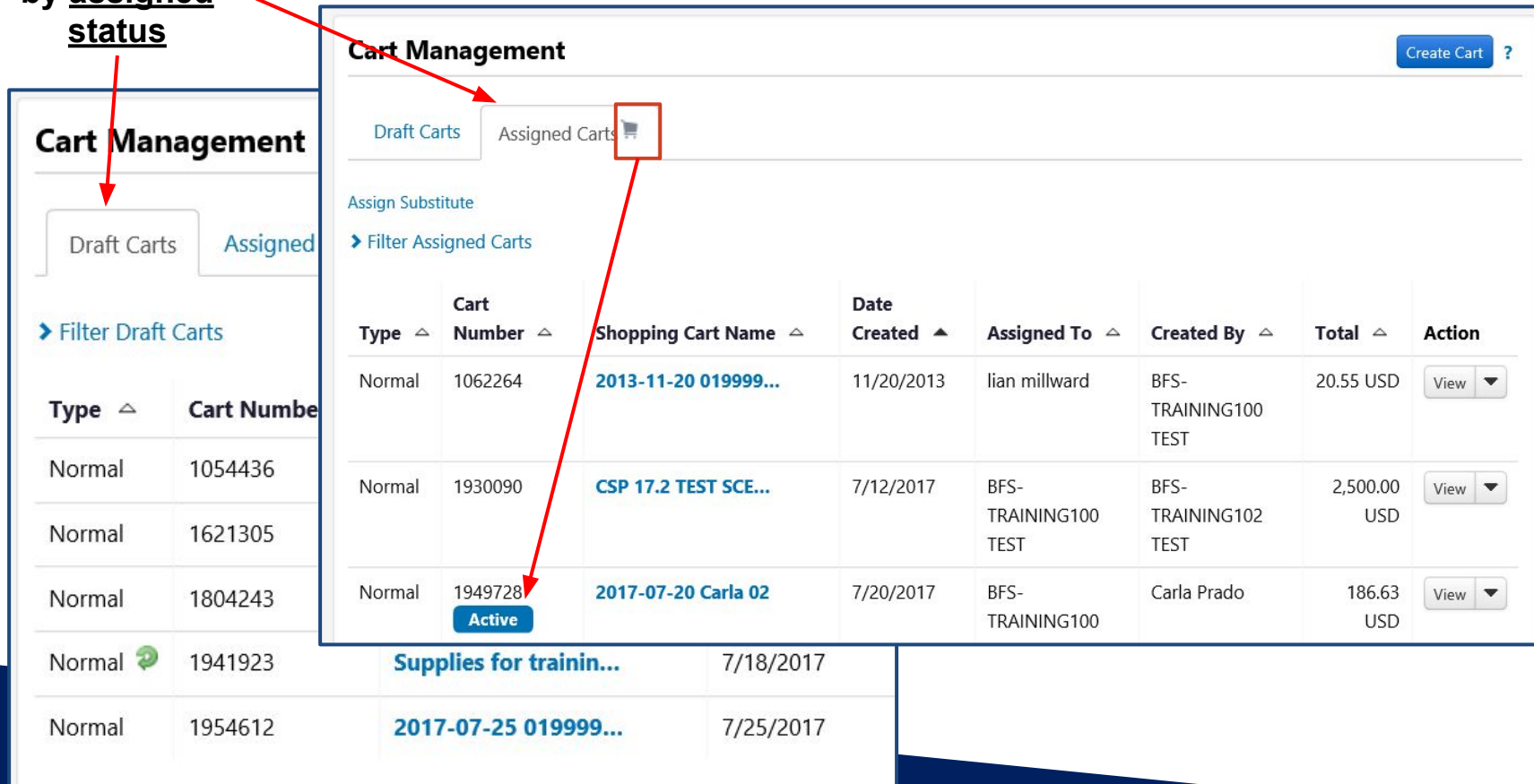
Tabbed Cart Management View

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

Carts broken up
by assigned
status



Cart Management Create Cart ?

[Draft Carts](#) [Assigned Carts !\[\]\(5472adeb5948fc08a6f15612cb5ca2d3_img.jpg\)](#)

[Assign Substitute](#)
[Filter Assigned Carts](#)

Type	Cart Number	Shopping Cart Name	Date Created	Assigned To	Created By	Total	Action
Normal	1062264	2013-11-20 019999...	11/20/2013	lian millward	BFS-TRAINING100 TEST	20.55 USD	View
Normal	1930090	CSP 17.2 TEST SCE...	7/12/2017	BFS-TRAINING100 TEST	BFS-TRAINING102 TEST	2,500.00 USD	View
Normal	1949728	2017-07-20 Carla 02	7/20/2017	BFS-TRAINING100	Carla Prado	186.63 USD	View
Normal	1941923	Supplies for trainin...	7/18/2017				
Normal	1954612	2017-07-25 019999...	7/25/2017				

ACTIVE

Draft Cart Tab View & New Features

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*

Cart Management Create Cart ?

Draft Carts
Assigned Carts

> Filter Draft Carts

1-6 of 6 Results
20 Per Page ▼

Type ▲	Cart Number ▲	Shopping Cart Name ▲	Date Created ▲	Cart Description	Total ▲	Action
Normal	1054436	2013-11-04 01999993...	11/4/2013		62.28 USD	View ▼
Normal	1062264	TEST assigned cart	11/20/2013			View ▼
Normal	1621305	2016-07-21 01999993...	7/21/2016	Yura Office Suppliers		View ▼
				RUSH order	0.00 USD	View ▼
					134.42 USD	View ▼
					0.00 USD	View ▼

▼ Filter Draft Carts

Cart Name

Cart Number

Date Created
mm/dd/yyyy

Cart Type ▼

Cart Status ▼

Clear
Filter

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.

Cart Management Create Cart ?

Draft Carts
Assigned Carts

Assign Substitute

▶ Filter Assigned Carts

Type ▲	Cart Number ▲	Shopping Cart Name ▲	Date Created ▲	Assigned To ▲	Created By ▲	Total ▲	Action
Normal	1621305	2016-07-21 019999...	7/21/2016	BFS-TRAINING119 TEST	BFS-TRAINING100 TEST	494.40	View ▼
			2017	Yura Tamano	BFS-TRAINING100 TEST	USD	View ▼
			2017	BFS-TRAINING100 TEST	Carla Prado	186.63	View ▼

▼ Filter Assigned Carts

Cart Name

Cart Number

Date Created

mm/dd/yyyy

Prepared for User

Assigned to User

Clear
Filter

View

Unassign

View

Activate

Return

Delete

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 \(bearbuyhelp@berkeley.edu\)](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>

- 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>