SciQuest

GW iBuy

iBuy MedCenter Training Review
Agenda

• Recent Enhancements
• Demos
  – Using History
  – Reading the PR screen
  – Catalogs
    • Lab Supplies
  – Search and use Punch-Out
    • Staples
    • CDW-G
    • Multiple item purchase from Punch-Out
  – Submitting cart with preferred Alias
  – Changes to Workflow Field
  – Not finding an item
    • Not carried or restricted?
• Seeking Help/Training
• Open forum
  – Floor questions
• Stay available for training/questions
Recent Enhancements

• Product Search Filter
  – Will allow users to search hosted catalogs against multiple details

• Approver email reminders
  – Repeating eMail notices to Approvers with pending PRs

• PunchOut Searches
  – Can now search in one section to find products OR the punch-out that hosts that product

• Enabling Return Requisition
  – Allows Approvers to return requisitions to the end user without having to reject some or all of the items.
Questions Answered

• Who gets notified?
  – The initiator of the cart (e.g. Shopper who assigned cart)

• Delivery Times?
  – Will post to iBuy when available

• Returns?
  – Returns are worked out with the supplier and department or end user. Contact information is available in most punchouts, email notices, or supplier profiles in iBuy.
History Search

The tabs below are used to determine what type of document you are searching for, PO, PR, Invoice, etc...

The second series of tabs will determine what type of information you are using to find your document.

Click History

The top section allows for quick entry of a single document if you have one or more pieces of information, such as a PR number.

Using the filter checkbox will allow you to search a broader set of criteria and can be fine tuned down to a status type.
Your results will display showing a variety of detail and allowing you to click on the Requisition number to open the document.
Reading the PR screen

A series of tabs at the top of the screen will show the approval process, PO preview, comments added, and order History.

The second row of tabs under Requisition will highlight each of the sections.
Reading the PR screen

Scrolling down will show the items broken up by Supplier.

Each item will display information such as Manufacturer, part numbers, packaging, etc...

If the order was done through a punchout, this section will explain how to make changes other than a rejection.

<table>
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<tr>
<th>Account</th>
<th>Entity</th>
<th>Org</th>
<th>Funding Source</th>
<th>Function</th>
<th>BAC</th>
<th>Location</th>
<th>Activity</th>
<th>Future</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Award End Date</th>
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<td>824222</td>
<td>C1060061</td>
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<td>INS</td>
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<td>009000</td>
<td>006000</td>
<td>000000</td>
<td>000000</td>
<td></td>
</tr>
</tbody>
</table>

The items were selected from an external supplier site, therefore your ability to edit or view the items in this application may be limited. Click this message for more details.
Catalogs

- **What is a catalog?**
  - A catalog is a list of items available for purchase from a single, or group of vendors. iBuy offers two types of catalogs, Hosted and Punch-Out.

- **Why are there two types of catalogs? How are they different**
  - The Punch-Out catalogs are sites that are linked to iBuy but are maintained by the individual supplier (e.g. Staples, CDW-G). This can allow for better discounts and familiarity with a specific vendor.
  - Hosted Catalogs are catalogs that are accessed directly from iBuy and allows users to search across multiple vendors at the same time. In comparison to a Punch-Out, discounts are not as significant and prices are not updated on a frequent basis to include any recent sales or discounts.
  - The Hosted Catalogs carry the majority of the Science Vendors. Most often, these suppliers all offer the same or similar products and offer a general discount to higher education. This application allows us to take advantage of that discount.
Searching and using Punch-Outs

Select a Punch-Out supplier and Punch-Out to their site
Searching and using Punch-Outs

Staples is an example of one vendor that offers a search area at the top as well as categories to drill through.
Searching and using Punch-Outs

After Searching for a part or description, results are categorized at the top and listed below.

Brother P-Touch® PT-2700 Dual-Function Labeling System
Staples Item No.: 698281

PT270000 Electronics Labeling Machine
Staples Item No.: 698280
Submitting carts with preferred Alias (Shopper to Requestor)

In the review section of a cart, a Shopper can input their preferred Alias in this section. Anyone viewing the cart will see these notes.
Submitting carts with preferred Alias (Shopper to Requestor)

A Shopper may also place the requested alias in the note when assigning the cart. This is only seen by the Requestor in their email notice.
Changes to Workflow field (Requestors)

A recent enhancement allows the Workflow to be managed at the header instead of per line.
Can’t find an item – not carried or restricted?

When a part is restricted, the below message will appear.

Your company has restricted the ordering of this item. Please contact your purchasing department if you wish to order this item.

This is an example of an item not carried with that supplier.

**Sorry, your search for "bromide solution" returned no matches.**

**Try the following suggestions to improve your search results:**
- Check for typos or misspellings
- If searching by Item Number, make sure the number is correct
- Try different keywords that mean the same thing
- Try using fewer words, or more general terms
- Remove quotation marks, plus signs and other punctuation
iBuy Central

GW iBuy Central

The George Washington University's iBuy system provides an efficient and user-friendly one-stop shop alternative for ordering GW's most commonly purchased products. This dynamic system, powered by SorQuest:

(http://ibuycentral.gwu.edu)
6-4477
8:30 AM – 5PM
Standard Business Days
HelpDesk

For any inquiries please submit a HelpDesk ticket. Please use the category of iBuy. http://helpdesk.gwu.edu