

Procurement Services, SciQuest, and YOU

Automating E-Procurement and Payment to Maximize Savings and Increase Productivity



What is EProcurement?

- **E-procurement** (**electronic procurement**, sometimes also known as supplier exchange) is the business-to-business or business-to-consumer purchase and sale of supplies and services through the Internet as well as other information and networking systems, such as Electronic Data Interchange and Enterprise Resource Planning. Typically, e-procurement Web sites allow qualified and registered users to look for buyers or sellers of goods and services. Depending on the approach, buyers or sellers may specify costs or invite bids. Transactions can be initiated and completed. Ongoing purchases may qualify customers for volume discounts or special offers. E-procurement software may make it possible to automate some buying and selling. Companies participating expect to be able to reduce costs, control inventories more effectively, reduce purchasing agent overhead, and improve efficiencies. E-procurement is expected to be integrated with the trend toward computerized supply chain management.

What does the Aberdeen Group say about EProcurement?

Of 150 organizations using e-Procurement, the average:

- Reduced off contract spending by **63%**
- Reduced prices by **7.3%** for spend brought on-contract
- Reduced req-to-order cycles by **66%**
- Reduced req-to-order costs by **58% (\$56 to \$23)**
- Increased total spend under management by **20%**
- Estimates each new dollar under mgmt. brings 5 to 20% savings
 - Low range: $(5\% \times 1.20) = 0.8\%$ savings on total spend
 - High range: $(20\% \times 1.20) = 3.3\%$ savings on total spend

***The E-Procurement Benchmark Report: Less Hype, More Results
Aberdeen Group, December 2004***

Business Case Components

- **Savings identified in Five areas:**
 - Contract Compliance Savings
 - Order Process Savings
 - Strategic Sourcing Savings
 - Settlement Process Savings
 - ESourcing Savings
- **Additional Benefits**
 - Campus service, risk mitigation, strategic and efficient procurement department

Can't Oracle or the PCard do this for us?

- Yes...and no!
- There are options for introducing such a tool:
 - Implement fully with in-house resources and Oracle's EPro tool (commonly referred to as a "Punchout")
 - Invest in a tool such as SciQuest that allows the supplier catalog to be integrated with Oracle but designed and managed by outside resources

OU, along with many other Ohio schools, has chosen to implement the SciQuest solution!

SciQuest and the Inter-University Council of Ohio Extend the Value of Consortium-Buying to the State's Public Universities

Bowling Green State University, Miami University, Ohio University and Shawnee State University Embrace a Strategic Approach to Procurement with Selection of SciQuest

CARY, N.C., Nov. 5 /PRNewswire/ -- SciQuest, Inc., the global leader empowering enterprises to realize the potential of [strategic procurement](#), today announced a partnership with the [Inter-University Council of Ohio](#) (IUC) and the addition of four universities to the company's rapidly growing customer base. IUC member institutions [Bowling Green State University](#), [Miami University](#), [Ohio University](#) and [Shawnee State University](#) will use SciQuest to realize the consortium-buying power this partnership makes possible. They join IUC member institutions [Kent State University](#), [Wright State University](#) and [Youngstown State University](#) in their use of SciQuest's technology.

SciQuest and the Inter-University Council of Ohio Extend the Value of Consortium-Buying to the State's Public Universities...continued

This partnership represents a watershed moment for Ohio's public universities," said [Bruce Johnson](#), president and CEO of the IUC. **"The Chancellor of the Ohio Board of Regents, Eric Fingerhut, has challenged us to do more with our colleagues around the state; to partner on initiatives such as procurement that can truly drive down the costs associated with providing a quality higher education experience for the students of Ohio."**

Johnson added, **"This initiative is one powerful step in that direction. With it, we are showing our common resolve to stretch the value of every dollar, maintain the accessibility of a higher education in Ohio, and achieve the bottom-line results taxpayers deserve and expect. As a single, powerful buying consortium, Ohio's universities can save millions of dollars each year."**

The IUC's partnership with SciQuest establishes the collaborative technology framework needed to ultimately aggregate the cumulative buying power of Ohio's 14 state universities. Member institutions will receive special contracted pricing for the license of SciQuest's procurement automation and supplier enablement solutions. They also gain access to SciQuest's sourcing and consortium community functionality designed to address the unique needs of school systems intent on consolidating their spending power to create one powerful buying entity.

This initiative is also part of a larger mandated project from the State of Ohio. Ohio University has been deemed a leader (Center of Excellence) for the State of Ohio and is currently leading the effort statewide. OU is also leading a portion of a grant to the State of Ohio from the Lumina Foundation.

High-Level Solution Architecture

Requester logs on to iPro/ePro



2 Access Spend Director



3 Build Shopping Cart using the SciQuest Advanced Search capabilities to access the client configured supplier network



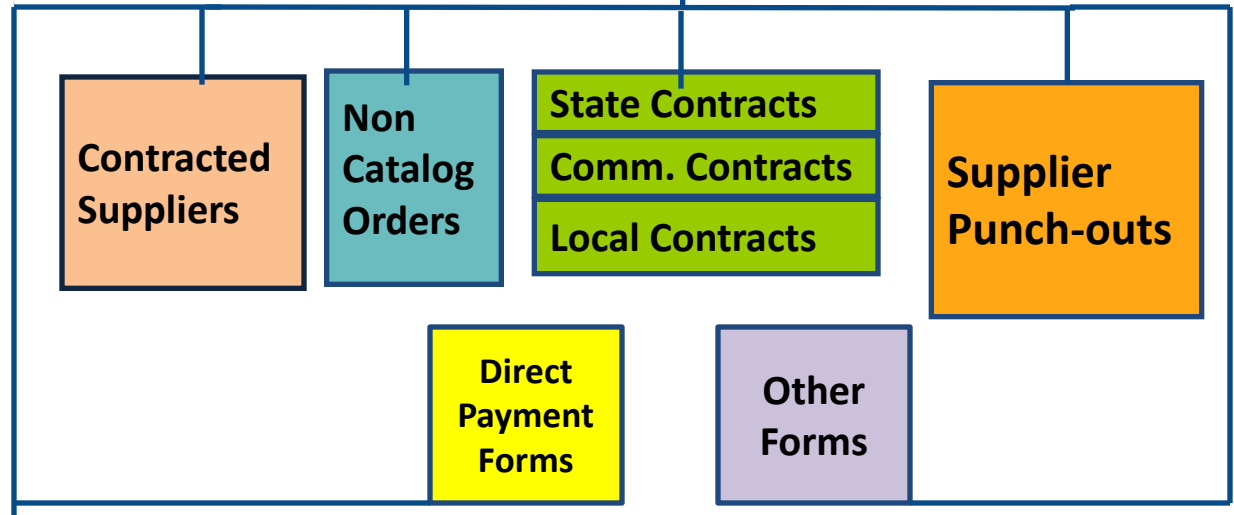
5 Return Purchase Order to Oracle

4 Dispatch Order to Vendor



Catalog Orders are processed and parsed to suppliers for fulfillment Via SciQuest Order Manager

Receipts and invoices are also sent as applicable from SciQuest Settlement Manager to Oracle



So where are we now with catalogs?

IUC CATALOG STATUS

- 21 catalogs loaded to central instance of IUC in use by SciQuest schools
- Since February, 2010, five (5) IUC schools have aggregated over \$10mm in spend against the central contracts.
- Centralized

OU CATALOGS IN PROCESS OR PLANNING

Office Max

Fisher

VWR

Gov Connect

Apple Dell

Airgas

MSC Industrial Supply

Direct Resources

Anixter

Applied Biosystems

Molecular Devices

Open Systems

Spectrum Chemicals

CDW-G

Sherwin Williams

Henry Schein

State Electric

Loth Furniture

Classic Solutions

Crescent Sprague

Clara Brown

FOCUS GROUP TEAMS

University users were invited through the Budget Unit Managers to participate in a series of Focus Groups to review and make recommendations for the OU solution

- Focus Group 1 - held on June 23, 2010
- Focus Group 2 – held on August 27, 2010
- Focus Group 3 – Scheduled for September 21, 2010

Approach to EProcurement

- E-Procurement Objectives for OU
 - One Stop Shopping, Greater visibility into Spend, Capitalize on ERP Investment, University wide cost savings and process efficiencies, Supports Strategic Goals.
- Integration Factors Strategy/Approach with SciQuest
 - ERP integration experience, Higher Education/Research experience, Supplier connectivity, catalog enablement, catalog management, end-user experience, seamless upgrades, etc.

HOME PAGE for SHOPPING

Home/Shop - Windows Internet Explorer
https://userstest.sciquest.com/apps/Router/Home?tmstmp=1284048282282&tmstmp=1284048282283

McAfee SiteAdvisor | Snagit

Home/Shop | Shannon Bruce | profile | logout

2010-08-24 Bruce D1 | 0 Item(s) | 0.00 USD

Search for: Catalog No. (SKU) [input] [Go]

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

shop | admin | settlement | contracts

Shop Everything [dropdown] [Go] advanced search

Go to: favorites | forms | non-catalog item | quick order | Browse: suppliers | categories | contracts | chemicals

Welcome to Bobcat Buy!

To view state contracts, please paste this link into your browser:
<http://ohio.gov/>

update message

Action Items

- **My Orders**
 - Requisitions
 - Pending (5)
 - Recently Completed (1)
 - Purchase Orders
 - Recently Completed (1)
- + **View Approvals**
- + **View Administrative Items** *

Showcased Suppliers

display order | add supplier | ?

- VWR INTERNATIONAL
- Fisher Scientific

Showcased Services

display order | change services | browse all | ?

- Business Cards
- New Supplier Add Form
- Request for Change Order

Punch-out Lab Supplies

Airgas

Office/Computer

- Apple
- CDWG
- DELL
- GrayConnection COMPUTER PRODUCTS
- Insight PUBLIC SECTOR
- LOTH
- OfficeMax

My Resources

Internet | Protected Mode: Off | 100%

PUNCHOUT CATALOG

Punch-out - Windows Internet Explorer

https://usertest.sciquest.com/apps/Router/PunchoutFrameSet?action=tran&ReturnUrl=%2Fapps%2FRouter%2FHome&supplierId=4050081&punchoutSessionId=&punchoutOpe

McAfee SiteAdvisor

Punch-out

SelectSite Punchout Cancel Punch-out

Shopping Cart
 Number of Items: 0
 Subtotal: \$0.00

[View Cart](#) [Checkout](#)

OfficeMax
WORK WITH US™

Messages | [Order By Product Code](#) | [Shopping Lists](#) | [Refill Finder](#) Help

Search Results Revise Search New Search





You searched for: PEN
 Category: Pens [return to Search](#)
 SubCategory: Rollerball - Gel [return to Search](#)

Refine Results:
 Show Only Contract items C Refine Results

[Hide Images](#) Compare Items

Sort By: [Best Match](#) | [Description](#) | [Product Code](#)

Items 1-25 of 144

	Product Code	UOM	Your Price	Compare
	N11753365 Sanford - Paper Mate Retractable Gel Pen - Black, Bold, 12/BX PAP MATE GEL BLK BOLD	DZ	\$8.12	<input type="checkbox"/>
	QTY <input type="text" value="10"/> Add to Cart Add to List			
	N11753366 Sanford - Paper Mate Retractable Gel Pen - Blue, Bold, 12/BX PAP MATE GEL BLU BOLD	DZ	\$8.12	<input type="checkbox"/>
	QTY <input type="text" value="10"/> Add to Cart Add to List			
	N11746324 Sanford - Paper Mate Retractable Gel Pen - Black, Medium, 12 PEN,PMATE GEL,BK,MED	DZ	\$8.12	<input type="checkbox"/>
	QTY <input type="text" value="10"/> Add to Cart Add to List			
	N11746326 Sanford - Paper Mate Retractable Gel Pen - Red, Medium, 12 PEN,PMATE GEL,RD,MED	DZ	\$8.12	<input type="checkbox"/>
	QTY <input type="text" value="10"/> Add to Cart Add to List			

Internet | Protected Mode: Off 100%

PUNCHOUT CHECKOUT

Punch-out - Windows Internet Explorer

https://userest.sciquest.com/apps/Router/PunchoutFrameSet?action=tran&ReturnUrl=%2Fapps%2FRouter%2FHome&supplierId=4050081&punchoutSessionId=&punchoutOpe

McAfee SiteAdvisor

Punch-out

SelectSite Punchout [Cancel Punch-out](#)

Shopping Cart [Save Order](#) | [Delete Order](#)

Number of Items: 2
Subtotal: \$154.40

[View Cart](#) [Checkout](#)

Messages | [Order By Product Code](#) | [Shopping Lists](#) | [Refill Finder](#) [Help](#)

Search

Keyword/Product # [Go](#)

[Advanced Search](#)

Catalog

Full Line

- Basic Office Supplies
- Binders & Filing
- Calendars & Organizers
- Computer Accessories & Supplies
- Computer Hardware & Peripherals
- Custom Printing
- Electronics
- Food, Beverage, & Breakroom
- Furniture & Office Accessories
- Health & Safety
- Janitorial & Maintenance Supplies
- Labeling, Mailing, & Packaging
- Office Machines & Equipment
- Paper & Paper Products
- Presentation & Audio/Visual
- Printers & Supplies
- Promotional & Custom Products
- Writing Instruments & Supplies

Shopping Cart

Account: 0696452 - Ohio University - Punchout
Ship To Code: PUNCH - PUNCHOUT
Cart Subtotal: \$154.40

[Continue Shopping](#) [Update Cart](#) [Checkout](#)

Qty	UOM	Product Code	Description	Your Price	Subtotal	Select
10	DZ	N11753365	Sanford - Paper Mate Retractable Gel Pen - Black, Bold, 12/BX P&P MATE GEL BLK BOLD	\$8.12	\$81.20	<input type="checkbox"/>
1	CT	P1054901-CTN	Boise - Aspen™ 30 Recycled Multi-Use Paper - 8-1/2" x 11", White, 92, 20 Lb. PPR ASPEN 30%R, 11"CTN	\$73.20	\$73.20	<input type="checkbox"/>
Cart Subtotal:					\$154.40	

[Add to List](#) [Remove](#)

[Continue Shopping](#) [Update Cart](#) [Checkout](#)

Internet | Protected Mode: Off 100%

HOSTED CATALOG

Product Search - All - Windows Internet Explorer

https://usertest.sciquest.com/apps/Router/Home?ParamAction=Search&Keywords=test&SupplierId=3901&FromShowcase=true&selectedTab=Section_ProductSearchTab&tmst

McAfee SiteAdvisor

Product Search - All

Shannon Bruce profile | logout

2010-08-24 bruce:01 | 0 Item(s), 0.00 USD

Search for Catalog No. (SKU) Go

home/shop favorites forms carts approvals history settlement more >>

shop admin settlement contracts

Shop Everything test Go advanced search

Go to: favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

Results for: Everything : VWR INTERNATIONAL INC + test Showing 1 - 20 of 106 results Compare Selected: 0

Add Keywords Go

Filter Results

By Supplier
Showing only results matching:
VWR INTERNATIONAL INC (106)

By Category
Animal testing equipment (1)
Bacterial Strains (8)
Balance Accessories (1)
Bath Accessories (5)
Blood bank test kits or supplies (1) more...

By Packaging UOM
BG (1)
CS (15)
EA (70)
PK (20)

By Result Type
Products (106)

By Manufacturer Name
ALBAHEALTH LLC (1)
ALPHA SCIENTIFIC CORPORATION (1)
ANCARE CORPORATION (1)
ARLINGTON SCIENTIFIC INC. (1)
BD (4) more...

Products per page 20 Sort by: Best Match Page 1 of 6

SCALE FIELD TEST 16KG X 5G [OHAUS SCALE CORP / 2400-11] from VWR INTERNATIONAL INC	9.98 USD
Part Number 11377-105 (EA)	EA
Manufacturer Info 2400-11 - (OHAUS SCALE CORP)	1 <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
IND TEST LEAD SET (TL220) [FLUKE CORPORATION / 2003625] SureGrip Industrial Test Lead Set Model TL220 from VWR INTERNATIONAL INC	9.98 USD
Part Number 26984-401 (EA)	EA
Manufacturer Info 2003625 - (FLUKE CORPORATION)	1 <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
SILICONE TEST LEADS (TL222) [FLUKE CORPORATION / 2003616] SureGrip Silicone Test Leads Model TL222 from VWR INTERNATIONAL INC	9.98 USD
Part Number 26984-403 (EA)	EA
Manufacturer Info 2003616 - (FLUKE CORPORATION)	1 <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
SILICONE TEST LEADS (TL224) [FLUKE CORPORATION / 1610198] SureGrip Silicone Test Leads Model TL224 from VWR INTERNATIONAL INC	9.98 USD
Part Number 26984-407 (EA)	EA
Manufacturer Info 1610198 - (FLUKE CORPORATION)	1 <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
IND TEST PROBES (TP220) [FLUKE CORPORATION / 1670056] SureGrip Industrial Test Probes Model TP220 from VWR INTERNATIONAL INC	9.98 USD
Part Number 26984-413 (EA)	EA
Manufacturer Info 1670056 - (FLUKE CORPORATION)	1 <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
CATALASE TEST REAGENT 250ML [VWR Exclusive] Catalase Reagent from VWR INTERNATIONAL INC	9.98 USD
Part Number 29447-304 (EA)	250mL, EA
Manufacturer Info R6450 - (PML MICROBIOLOGICALS)	1 <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>

Internet | Protected Mode: Off 100%

SHOPPING CART CHECKOUT

Cart - Draft Requisition - Windows Internet Explorer
 https://userest.sciquest.com/apps/Router/ReqCart

McAfee SiteAdvisor

Cart - Draft Requisition

Shannon Bruce profile | logout

2010-08-24 bruce 01 | 23 item(s), 274.16 USD

Search For: Catalog No. (\$SKU) Go

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

active cart | draft carts | favorites | new requisitions

Create Cart

Step 1-Add Products → Step 2-Edit Cart Items → Step 3-Edit Required Fields → View Approvals → Step 4-Submit Requisition or Step 4-Assign Cart

Required field: Shipping address
 Required field: Billing address

This is a partial list of errors. Click here to see all (9)

Add Non-Catalog Item Save

Cart Name: 2010-08-24 bruce 01
 Description:
 Priority: Normal

Prevailing Wage

Supplier / Line Item Details

Show line details For selected line items Add To Favorites Go

Office Max Contract more info... Contract PO Number To Be Assigned

The items were retrieved 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.
 Click the link to MODIFY ITEMS | VIEW ITEMS Punch-out returned: 9/9/2010 12:10:31 PM Line(s): 1, 2
 Add non-catalog item for this supplier...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	PAP MATE GEL BLK BOLD more info...	N11753365	DZ	8.12	10 DZ	81.20 USD
2	PPR, ASPEN 30%R, 11 CTN more info...	P1054901-CTN	CT	73.20	1 CT	73.20 USD
Supplier subtotal						154.40 USD

VWR INTERNATIONAL INC more info... Contract PO Number UN08-040 more info... To Be Assigned

VWI PO BOX 626
 405 HERON DR, PO BOX 626, BRIDGEPORT, NJ 08014 US

Add non-catalog item for this supplier...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
3	SCALE FIELD TEST 16KG X 5G [OHAUS SCALE CORP / 2400-11] more info...	11377-105 (EA)	0 EA	9.98	5 EA	49.90 USD
4	SILICONE TEST LEADS (TL224) [FLUKE CORPORATION / 1610198] SureGrip Silicone Test Leads Model TL224 more info...	26984-407 (EA)	EA	9.98	7 EA	69.86 USD
Supplier subtotal						119.76 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 274.16
Total 274.16 USD

Save

Internet | Protected Mode: Off 100%

DRAFT REQUISITION

Summary - Draft Requisition - Windows Internet Explorer
https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=433767&tmstmp=1284048744319

McAfee SiteAdvisor

Summary - Draft Requisition

Boat BUY Ohio University
Shannon Bruce profile | logout

2010-08-24 Bruce 01 | 23 Item(s), 274.16 USD

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

active cart | draft carts | favorites | my requisitions

Create Cart

Step 1-Add Products → Step 2-Edit Cart Items → Step 3-Edit Required Fields → View Approvals → Step 4-Submit Requisition or Step 4-Assign Cart

Required field: Shipping address
Required field: Billing address

This is a partial list of errors. Click here to see all (9)

Add Non-Catalog Item

Requisition | View Approvals | Comments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide header

General	Shipping	Billing
Cart Name: 2010-08-24 bruce 01	Ship To: Required field	Bill To: Required field
Description: Normal	Delivery Options: Expedite, Ship Via: Best Carrier-Best Way, Req Delivery: X	Billing Options: Accounting Date
Priority: Normal		
Prepared by: Shannon Bruce		
Prepared for: Shannon Bruce		
HR_Person_ID: 9642		
Oracle HR Person ID: Oracle HR Person ID		
Prevailing Wage: X		
Ad Hoc Approval (Req):		
BuyerId:		

Accounting Codes

Project/Task	Fund Type - Fund - Org	Fund	Organization
UN210357 PCARD ADMINISTRATION	Required field		

Invalid value

Internal Notes and Attachments

Internal Note

Internal attachments

add attachment...

External Notes and Attachments

Note to all Suppliers

Attachments for all suppliers

add attachment...

Supplier / Line Item Details

Hide line details

Office Max Contract more info...

Contract

PO Number

To Be Assigned

View/edit by line item...

REQUISITION WITH FINANCIAL INFO CREATED

Summary - Draft Requisition - Windows Internet Explorer

https://userstest.sciquest.com/apps/Router/ReqSummary?ReqId=433767&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&tmstmp=1284048983395&ScrollX=0&ScrollY=1060

McAfee SiteAdvisor

Summary - Draft Requisition

Bobcat BUY Ohio University

Shannon Bruce profile | logout

Summary - Draft Requisition

home/shop | favorites | forms | carts | approvals | history | settlement

2010-08-24 Bruce 01 | 23 Item(s), 279.16 USD

Search for Catalog No. (SKU) Go

active cart | draft carts | favorites | my requisitions

Create Cart

Step 1-Add Products → Step 2-Edit Cart Items → Step 3-Edit Required Fields → Step 4-Submit Requisition or Step 4-Assign Cart

View Approvals

Add Non-Catalog Item

Requisition | View Approvals | Comments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide header

General	Shipping	Billing
Cart Name 2010-08-24 bruce 01 Description Priority Normal Prepared by Shannon Bruce Prepared for Shannon Bruce HR_Person_ID 9642 Oracle HR Person ID Prevailing Wage X Ad Hoc Approval (Req) BuyerId 	Ship To Attn: Bob Cat Ohio University Southern Dept: Dean's Office Fl/Rm/Ste: Room 123 216 Collins Ave Bldg: Collins Center South Point, OH 45680 United States Delivery Options Expedite Ship Via Req Delivery 	Bill To Ohio University Payables HDL Center, Room 213A Athens, OH 45701-2979 United States Billing Options Accounting Date

View/edit by line item...

Accounting Codes

Project/Task	Fund Type - Fund - Org	Fund Type	Fund	Organization
UN0404552	010-0000-04090 UNRESTRICTED EDUCATIONAL AND GENERAL- GENERAL OPERATING-04090 ENVIRONMENT PLANT BIOL	010 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	04090 04090 ENVIRONMENT PLANT BIOL

View/edit by line item...

Internal Notes and Attachments

Internal Note
Internal attachments
add attachment...

External Notes and Attachments

Note to all Suppliers
Attachments for all suppliers
add attachment...

Supplier / Line Item Details

Hide line details

Office Max Contract more info...

Contract
PO Number

To Be Assigned

For selected line items Add To Favorites Go

Internet | Protected Mode: Off 100%

WORKFLOW APPROVAL

The screenshot displays a web browser window with the URL <https://usertest.sciquest.com/apps/Router/ReqApprovals?ReqId=433767&tmstmp=1284048994395>. The page title is "Approvals - Draft Requisition". The breadcrumb navigation shows: home/shop > favorites > forms > carts > approvals > history > settlement. The main navigation bar includes "active cart", "draft carts", "favorites", "my requisitions", and "Create Cart". A progress bar at the top indicates the current step: Step 1-Add Products → Step 2-Edit Cart Items → Step 3-Edit Required Fields → View Approvals → Step 4-Submit Requisition or Step 4-Assign Cart.

The "View Approvals" section is active, showing a workflow diagram. The diagram starts with a "Submitted" status and branches into two parallel paths:

- PR Validation** (Future) → **Dept. Manager Approval** (Future) → **Create PO** (Future) → **Finish**
- Wait for PR Validation** (Future) → **Dept. Manager Approval** (Future) → **Create PO** (Future) → **Finish**

Each step in the diagram includes a "view approvers" link. The "Create PO" step is marked with a "PCI" icon. The workflow ends with a "Finish" status, indicated by a checkered flag icon.

At the bottom of the browser window, the status bar shows "Internet | Protected Mode: Off" and "100%".

ASSIGN CART

Summary - Draft Requisition - Windows Internet Explorer
 https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=433767&tmstp=1284049038317

McAfee SiteAdvisor

Summary - Draft Requisition

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

active cart | create cart | favorites | my requisitions

Create Cart

Add Non-Catalog Item

Requisition | View Approvals | Comments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide header

Assign Cart ? X

Assign Cart To:

Note To Assignee:

expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign Cancel

General		Shipping		Billing	
Cart Name	2010-08-24 bruce 01	Ship To		Bill To	
Description		Attn: Bob Cat		Ohio University Payables	
Priority	Normal	Ohio University Southern		HDL Center, Room 213A	
Prepared by	Shannon Bruce	Dept: Dean's Office		Athens, OH 45701-2979	
Prepared for	Shannon Bruce	Fl/Rm/Ste: Room 123		United States	
HR_Person_ID	9642	216 Collins Ave			
Prevailing Wage	Oracle HR Person ID	Bldg: Collins Center			
Ad-Hoc Approval (Req)	X	South Point, OH 45680			
BuyerId		United States			
		Delivery Options		Billing Options	
		Expedite	X	Accounting Date	
		Ship Via	Best Carrier-Best Way		
		Req Delivery			
					View/edit by line item...

Accounting Codes				
Project/Task	Fund Type - Fund - Org	Fund Type	Fund	Organization
UN0404552	010-0000-04090 UNRESTRICTED EDUCATIONAL AND GENERAL- GENERAL OPERATING-04090 ENVIRONMENT PLANT BIOL	010 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	04090 04090 ENVIRONMENT PLANT BIOL
				View/edit by line item...

Internal Notes and Attachments	External Notes and Attachments
Internal Note	
Internal attachments	Note to all Suppliers
add attachment...	Attachments for all suppliers
	add attachment...

Supplier / Line Item Details

Hide line details

Office Max Contract [more info...](#)

For selected line items: [Add To Favorites](#) [Go](#)

Contract
PO Number

To Be Assigned

ASSIGNED CART

The screenshot shows a web browser window with the URL https://usertest.sciquest.com/apps/Router/CartAssignConfirmation?Reqld=433767&Param_RequestedAssigneed=598189&Param_ActualAssigneed=598189&Param_NoteToAssignee=&tmstmp=128409117634. The page title is "Assigned - Draft Requisition". The user is logged in as "Shannon Bruce".

The navigation menu includes: home/shop, favorites, forms, carts, approvals, history, settlement, and more >>. The active cart section shows a "Create Cart" button and a progress bar with steps: Step 1-Add Products, Step 2-Edit Cart Items, Step 3-Edit Required Fields, and Step 4-Submit Requisition. A "View Approvals" button is also present.

Shopping Cart Information

You have assigned the shopping cart: **2010-08-24 bruces 01** to user: **Kathy Hoisington**

Click on any of the links below to continue working in the application. You may logout at this time as well if your work is complete.

Requisition number	433767	After a cart is submitted by the assignee, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.
Cart name	2010-08-24 bruces 01	
Requisition total	274.16 USD	
Number of line items	4	

What would you like to do now?

- Search for another item.
- Check the status of an order.
- Return to your home page.
- Create new draft cart.

SUBMITTED REQUISITION

Submitted - Requisition 433767 - Windows Internet Explorer
https://userest.sciquest.com/apps/Router/ReqSubmitConfirmation?ReqId=433767&tmstmp=1284050452299

Submitted - Requisition 433767

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

active cart | draft carts | favorites | my requisitions

Create Cart

Step 2-Edit Cart Items → Step 3-Edit Required Fields → Step 4-Submit Requisition
View Approvals

Requisition Information

Requisition number 433767 has been submitted for shopping cart 2010-08-24 bruces 01

Requisition number	433767 view
Cart name	2010-08-24 bruces 01
Requisition date	9/9/2010
Requisition total	274.16 USD
Number of line items	4

What would you like to do now?

- Search for another item
- View order history
- Check the status of an order
- Return to your home page
- Create new draft cart

Internet | Protected Mode: Off 100%

The Aberdeen Group

RE: Challenges to EProcurement Success

Top 2 Challenges to EProcurement Success

- Enabling and managing supplier catalogs and transactions
- Driving employee adoption of the system

***The E-Procurement Benchmark Report: Less
Hype, More Results
Aberdeen Group, December 2004***

Rollout Plan

- Phased in approach over 12-18 months
- One major grouping (college or area) per month
- Kickoff slated for late November for Finance and Administration and The Voinovich School
- Training will be offered and will be mandatory for access to the solution
- Looking for colleges/areas for rollout plan. Currently , the above, Fine Arts, Library, Lifelong Learning and regional campuses have jumped on the schedule!

WE GET IT

“Ohio University will draw both strength and distinction from its historic mission of extending learning opportunities to under-served populations, remaining a center of learning in rural Appalachia dedicated to access and opportunity, expanding its many partnerships that extend all over the world, and making selective investments in research areas that have the greatest potential for improving people’s lives.”

Dr. Roderick McDavis

