

## Buy@Duke Enhancements Available 3/23/2012

**IMPORTANT NOTE:** Some of the enhancements necessitated resetting the columns in Work Lists to the system defaults. **If you customized the layout of the columns or changed any of the search criteria, you will need to reset these to your preference.** These changes did not affect Personalizations (Position Attributes or User Account settings).

- 1) The Supplier Name and Supplier ID number now appear in the Work List. These were not available previously.

Shopping Cart No.	Shopping Cart Name	Item No.	Item Name	Created By	Owning Organization	Supplier Name	Supplier ID	PO Number
3000006764	Woodard Lab Mike W. 03/09/2012 10:50	1	Bio-Rad Protein Assay Dye Reagent	Mike Woodard	3224000901	BIO-RAD GENETIC SYSTEMS CORP	65	453001556
3000006764	Woodard Lab Mike W. 03/09/2012 10:50	2	Quick Start Bradford 1x Dye Reagent	Mike Woodard	3224000901	BIO-RAD GENETIC SYSTEMS CORP	65	453001556
3000005083	Brock/Biolegend	1	microscope	Mike Woodard	3224000201	NEW ENGLAND BIOLABS	83066	
3000002995	Brock Lab NSF Grant 1	1	Glass Bead Tube Kit, 5mm	Mike Woodard	3290000000	TSU BIOEXPRESS	7164	
3000002995	Brock Lab NSF Grant 1	2	Reagent Reservoir, 1-well; Thermo Scient	Mike Woodard		FISHER SCIENTIFIC CO	133	
3000002995	Brock Lab NSF Grant 1	3	MASK CLASSIC W/SOFT TIES PK50	Mike Woodard		VWR INTERNATIONAL INC	313	
3000002995	Brock Lab NSF Grant 1	5	microscope	Mike Woodard		GENESEE SCIENTIFIC CORP	102805	

- 2) The cart creator's name appears in the Work List. This was not available previously.
- 3) The Work List tab labeled Shopping Carts now lists all carts a user has either created or submitted. Previously, if another user submitted a team cart it would leave the Shopping Carts tab of the original cart creator.
- 4) On the Create Confirmation document, the Supplier Catalog number for an item appears. This was not available previously.

**Create Confirmation**

Confirmation Number: 5050000286    Purchase Order Number: 4530001432    Status: In Process    Confirmed Value: 0.00 USD    Created By: Z\_SRMSHOP20    Created On: 03/09/2012 21:41:40

Confirm    Close    Print Preview    Check    Confirm    Save    Revert

Overview    Header    Item    Notes & Attachment    Approval    Tracking

Confirmation Name:     Reference Document:

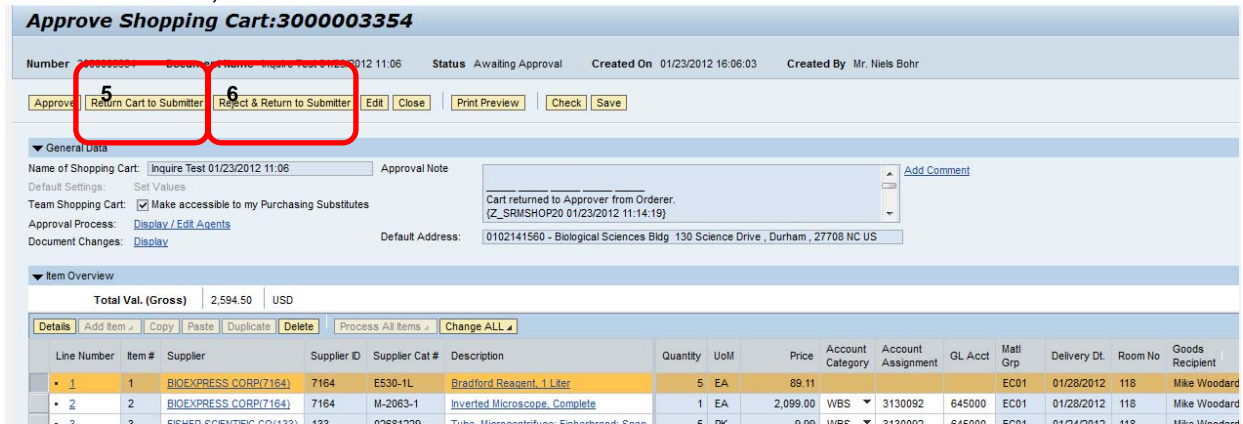
Delivery Date: \* 03/09/2012

To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".

▼ Item Overview

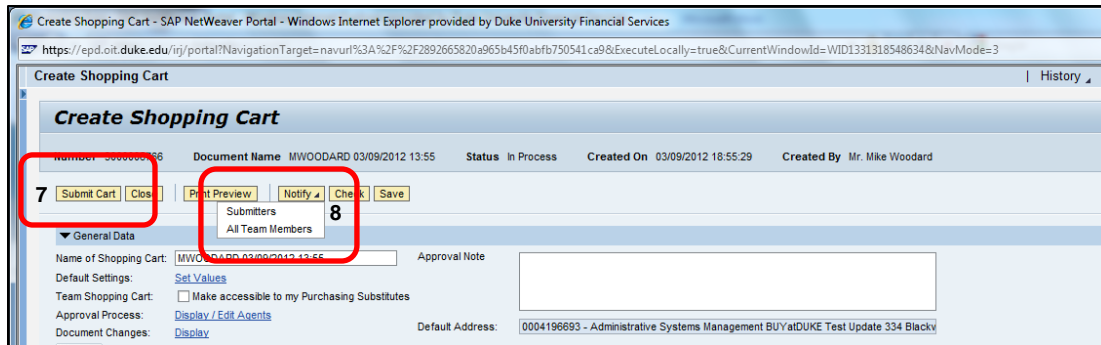
Line Number	Item Type	Product ID	Description	Supplier Catalog #	Product Category	Outstanding Quantity	Confirm Quantity	Price	Unit	Currency	Per	Delivery Date	Assign Type	Assign N
1	Material		Tape, Label, Fisherbrand, Colored, Water	1590120M	EC01	1	0	9.99	PK	USD	1	03/02/2012	Cost Center	1573070
2	Material		Tape, Microplate sealing, Thermo Senti	12566914	EC01	1	0	9.99	CS	USD	1	03/08/2012	Cost Center	1573070

- For Approvers, the Inquire button's label has changed to Return Cart to Submitter. This action allows the Approver to return the cart to the Submitter for changes, corrections, or more information.



- For Approvers, the Reject button's label has changed to Reject and Return to Submitter. This action allows the Approver to reject the cart and return it to the Submitter for information purposes.

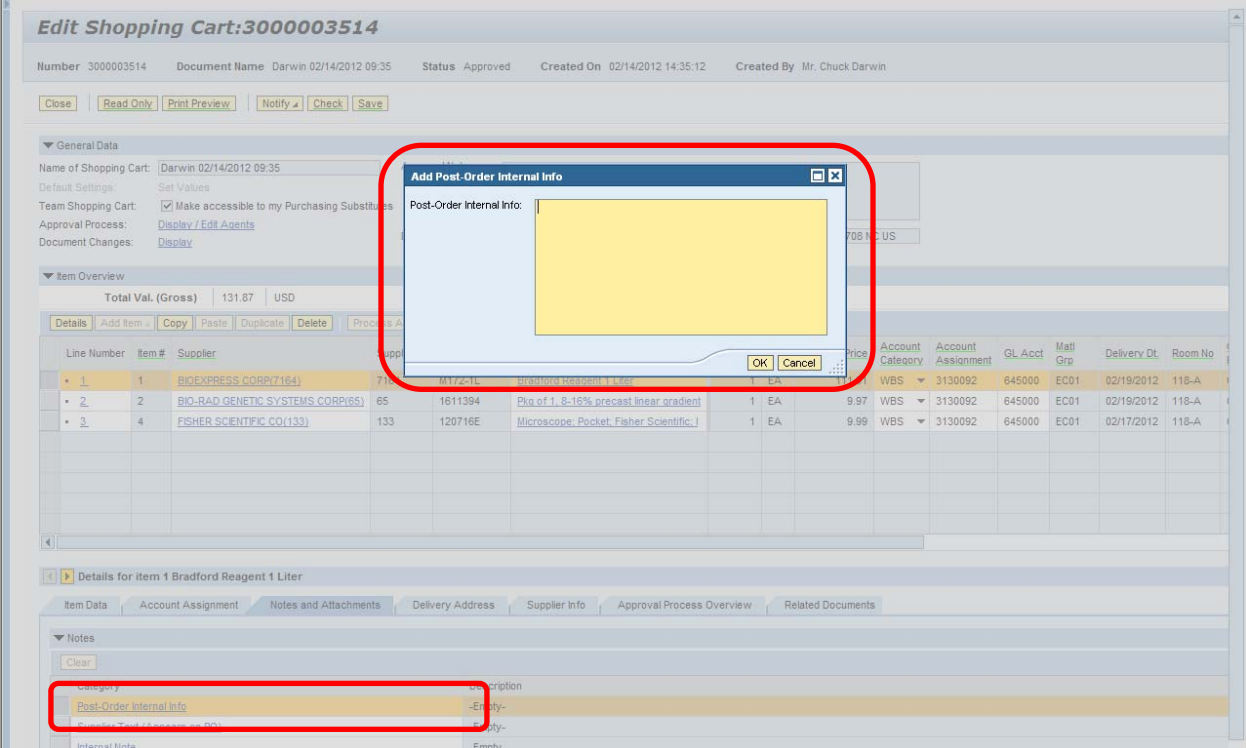
- For Submitters, the Order button has changed its label to Submit Cart. This action allows the Submitter to move the cart forward for review and approval or for Purchase Order creation.



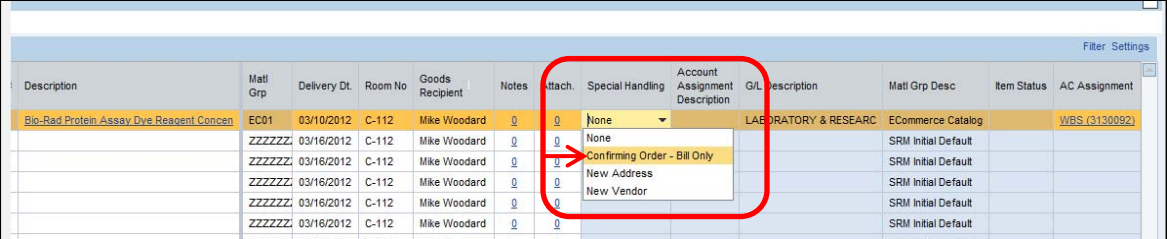
- The Notify button menu now shows Submitters. This replaces Orderer.

- The Work List shows the name of the person who created the Confirmation (Goods Receipt). This was not available previously.

10)When reviewing Purchase Orders (Follow-on Documents), users may use the Add Post-Order Internal Info function to add a note. This function is accessed on the Details: Notes and Attachments tab.

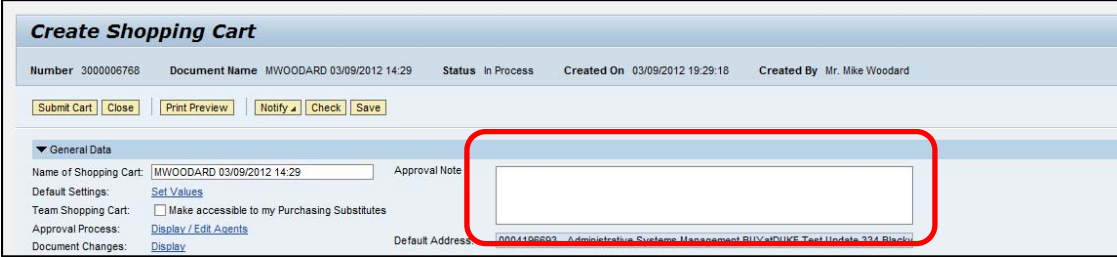


11)The Special Needs column heading has changed to Special Handling.



12)In the Special Handling menu, the Bill Only selection has been changed to Confirming Order-Bill Only.

13)The Approval Note field has been enlarged.



- 14) In the Personalization section, the Logical System setting for the financial accounts (Cost Center, G/L Account, WBS Element) will default to PRD 100. Previously, users had to select the Logical System from a drop-down list.

Street/ House Number:

Postal Code/ City:

Country:

Attributes for User MWOODARD

Attribute:  Logical system:

Standard	Deactivate	Value Description	Value	Changeable
<input checked="" type="radio"/>	<input type="checkbox"/>	3130092	3130092	<input checked="" type="checkbox"/>

- 15) For carts that were returned, the Process button has changed to Submit. This function resubmits a returned cart for proper workflow.

- 16) Buy@Duke Department Administrators may add Purchasing Substitutes for users in the Personalization process. This function was not available previously.