Purchasing

The SciQuest Workspace ................................................................. 2
Suppliers and services ................................................................. 3
Navigation menus ......................................................................... 4
How to search for products ............................................................ 6
Default Account Codes ................................................................. 7
Account Code selection ................................................................. 10
Default shipping address .............................................................. 12
Default shipping address set-up .................................................... 12
Search for an address ................................................................. 13
Saving your default shipping address ........................................... 14
After you log-in to the SciQuest system, the screen will look similar to this view.

Your name will appear in this area, with options to logout and access your user profile.
The SciQuest Workspace

Suppliers and services

**Showcased Services**
Displays a list of Ball State forms that can be submitted through the SciQuest system.

**Showcased Suppliers**
Displays a selection of catalogs from our approved vendors.
The SciQuest Workspace

Navigation menus

Main Navigation Menu
Use the primary navigation menu to move between areas within the purchasing site.

SciQuest Homepage
Shopping Cart
Orders & Document Search
Accounts Payable

Welcome to Ball State University’s new eprocurement system!
SciQuest User Manuals are available online!

Showcased Suppliers
Showcased Services

Menu Search

Use the Binoculars to search for a field. For example, if you can not remember where the document search tool is located, you can enter the word, “document” in the search box and all pages containing the word “document” will appear.

View pending and completed orders in the name drop down.
The SciQuest Workspace

Navigation menus

Main Navigation Menu

Choose to go back to the home screen

Choose this option to go to the shopping cart dashboard; to search for suppliers, product categories and products; or to view favorites, forms, and non-catalog items.

Choose this option to search for documents and download/export files from the system

Choose this option to search for and view draft receipts

Use the Binoculars to search for a field. For example, if you can not remember where the document search tool is located, you can enter the word “document” in the search box and all pages containing the word “document” will appear.
The SciQuest Workspace
How to search for products

To find a product in the catalog system, select a category to search from the drop down menu; enter a keyword in the search field, and then select GO; or select ‘advanced search’ to filter your search terms by multiple words, part number, supplier, or manufacturer name.

Choose NON-CATALOG ITEM if the product is unique and is only available from a vendor not in the system.

Choose QUICK ORDER if you know the exact SKU/Part number for the product you are ordering.

Choose SUPPLIERS to see a full list of the suppliers in the SciQuest system.

Choose CATEGORIES to see the supplier categories.

Choose CHEMICALS to search for chemical structures.

FAVORITES AND FORMS are also located from the primary navigation tabs.
Default Account Codes

Default account code set-up

1. SELECT your Name

2. SELECT View My Profile

3. From the menu, choose Custom Field and Accounting Code Defaults
Default Account Codes
Default Account Code creation

4. Select the Edit button aligned with the field you need to update.

5. Next, select “Create New Value”.
Default Account Codes

Value Search

6. ENTER a Value or Description and then, click Search
Default Account Codes

Account Code selection

**Custom Field and Accounting Code Defaults**

- **SELECT** the box aligned with the account code value, and then select “Add Values”
Default Account Codes
Account Code selection

- After ‘Add Values’ is selected, the value and description moves to the shaded blue boxes.
  - CLICK-ON the value
  - SELECT the “Default” box
  - SELECT Save
  - CLICK-ON the tab labeled, “Codes” at the top to return to the default set up window.

Repeat these steps to set the defaults for all of the Organization and Program Codes needed for your office.
Default Shipping Address

Default shipping address set-up

1. SELECT your name
2. SELECT ‘View My Profile’
3. From the menu, choose ‘Default Addresses’
Default Shipping Address

Search for an address

SELECT

‘Addresses for Profile’

ENTER a Building Code/Room Number in the empty text field labeled, Nickname/Address.

SELECT search

SELECT the address from the returned results.

You may need to click through pages of results to find the needed address.
Default Shipping Address
Saving your default shipping address

After selecting the address, this screen appears.

SELECT the checkbox to set this address as a default. You may change the nickname that appears or leave it as is.

Next, SELECT Save.