Purchasing

SciQuest Non-Catalog Purchases
Learn how to order products from non-(hosted) catalogs
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FOAPAL Codes

Before you begin to use the purchasing system, you will need your new account codes (FOAPAL). FOAPAL is an acronym used to quickly refer to the NEW chart of account structure in Banner Finance. To make the transition to your new account codes easier, we have created an FRS to FOAPAL Converter. Use this converter to translate your FRS codes into the new FOAPAL values. You will use FOAPAL values in the Banner Finance and Purchasing systems.

You can access this converter from a link on the Banner Main Menu or by using this address: http://cbs.iweb.bsu.edu/frstobanner.htm

Keep it simple:
Create a cheat sheet by converting all of your old codes, and either storing them in a Word document or a spreadsheet to reference when needed. Save the file on your computer or print and laminate a copy of it to keep as a quick reference to the new FOAPAL codes for your department or office.

1. From the Banner Main Menu, select FRS to FOAPAL Converter
2. Enter the FRS fund, account, and subcodes in the labeled fields
3. Click-on CROSSWALK
4. Look for the results in the shaded area
Similar to other online shopping sites, you will search for products, add them to a cart, and then submit a purchase order to buy the products.

In SciQuest there are three types of catalog categories you will use.

1. **Hosted Catalogs** include products from authorized suppliers. You can search for products from within the purchasing system.

2. **Punch-Out Catalogs** include authorized suppliers. The catalogs are maintained by the suppliers directly.

3. **Non-Catalog items** include products or services from suppliers who do not maintain catalogs within the purchasing system.

Product or service information is entered manually. Enter the product or SKU number, description, quantity, and price for the item or service you are purchasing.

You can search for the suppliers, but if the university has not purchased products from this supplier within the past 12 months, you will not find them in the system. You will need to submit the “New Supplier Request” form.
Non-Catalog Shopping
Adding non-catalog items to a shopping cart

Non-Catalog items include products from vendors who do not maintain hosted catalogs within the purchasing system or for purchases goods or services from companies who are awarded bids for unique products or specialized services.

To order a non-catalog item, you will need to enter a product description, catalog number, price, manufacturer name, and part number for the product being ordered, or a detailed description, supplier, and price for the service. The more information you can provide on the order form will reduce the potential risk for ordering the wrong product.

You can access the non-catalog entry form from various points on the Storefront and the shopping cart.
Non-Catalog Shopping
Enter or Search for a supplier

1. CLICK ON the NON-CATALOG link from the home/shop screen.

2. ENTER or SEARCH FOR the supplier’s name.

NOTE: If you cannot find a match, you will need to complete the “New Supplier Request” form first. Only suppliers used within the past 12 months were carried forward into the new system. Suppliers with AP addresses will not be in the system.
Non-Catalog Shopping
Adding a non-catalog product to your shopping cart

3. ENTER details about the product in the fields provided.

**Product Description**—include a SKU or product number, and a brief description of the product or specialized service you are purchasing. There is a 254 character limit.

**Catalog No.**—Optional. You may enter the SKU or product number here.

**Quantity**—Enter the quantity amount you want to purchase.

**Price Estimate**—Enter a cost for the product. The amount you enter here will be multiplied by the quantity.

**Packaging**—Select a packaging option from the menu of choices relative to how the item(s) you are purchasing is packaged.

The manufacturer name and part number may be needed to further describe the product if it is being purchased through a third-party supplier.

An example would be:

The manufacturer name and part number may be needed to further describe the product if it is being purchased through a third-party supplier.

If the product has qualifying characteristics, you must check the appropriate box, which best describes its category type so proper handling and security measures can be made for its delivery, storage, and disposal.
Non-Catalog Shopping
Adding a non-catalog product to your shopping cart

4. You must select a Commodity Code to further describe the type of product you are purchasing. This information will help collect information about the types of purchases the university processes annually. Advance to the next page to learn more about searching for and using commodity codes.

5. Select SAVE AND CLOSE to add the item to your cart. Select SAVE AND ADD ANOTHER to add another item from this supplier.
Searching for a Commodity Code
Adding a non-catalog product to your shopping cart

Searching for a commodity code
Assigning commodity codes to products will help organize our purchases by product categories (commodities), so the university can make better purchasing decisions in the future. Selecting an accurate commodity code is important. When choosing a code, think about the broader category the product you are purchasing may fit into if you were looking for it in a store. For example in retail stores, to find mustard, you would look for condiments; or to find a writing pen, you would look for office supplies; or to find a hammer, you may search for hardware or small hand tools. Select the broader category the product you are purchasing would logically fit into.

This is an example of the commodity code search. If you click on search without entering a code or description, all of the codes (394) will be returned in the result.

In this example, “paper” was entered as the keyword which reduced the number of returned results. From the shortened list, it is easier to find a logical commodity (product) category to choose.
Checkout
Placing your Order

6 After you have reviewed your cart and are satisfied with it, select PROCEED TO CHECKOUT.

7 If you forgot to add a commodity code, the system will prompt you to enter one. You will not be able to proceed to the next step until you enter a code.
Request Confirmation
Complete missing information

If you choose to ignore the reminder in Step 7 and proceed to checkout, the system will not allow you to advance to the next step until a commodity code is entered.

Select the magnifying glass to search for a commodity code. See page 9 for more details about search for commodity codes.
Request Confirmation
Complete missing information

When you find the commodity code, click on SELECT.

The action taken on Step 10 will complete the commodity code field. Select SAVE.

This is an example of the screen you will see after the action on Step 10 is taken.
Request Confirmation
Complete missing information

With all of the steps marked with green approvals, select PLACE ORDER.

The action taken on Step 12 will confirm that your requisition has been accepted by the system.

This is an example of the screen you will see after selecting Place Order.
Approval Status
Checking the approval status of your order

Select the link labeled APPROVALS TAB to check the approval status of your order.

To check the approval status of past orders, SELECT the history tab from the primary menu, and then SELECT PR History. The active approval step is indicated by the doubled box.

This is an example of Approvals Status for submitted orders. To check past orders select the history tab from the primary menu, and then SELECT PR History. The active approval step is indicated by the doubled box.
Approval Status
Checking the approval status of your order

Select the link labeled APPROVALS TAB to check the approval status of your order.

You can CLICK ON the requisition number to see a detailed view of your order.

Selecting the Quickview link displays a Requisition Summary.
Logout
How to end your shopping session

When you are finished placing orders, SELECT the logout link to end the session.