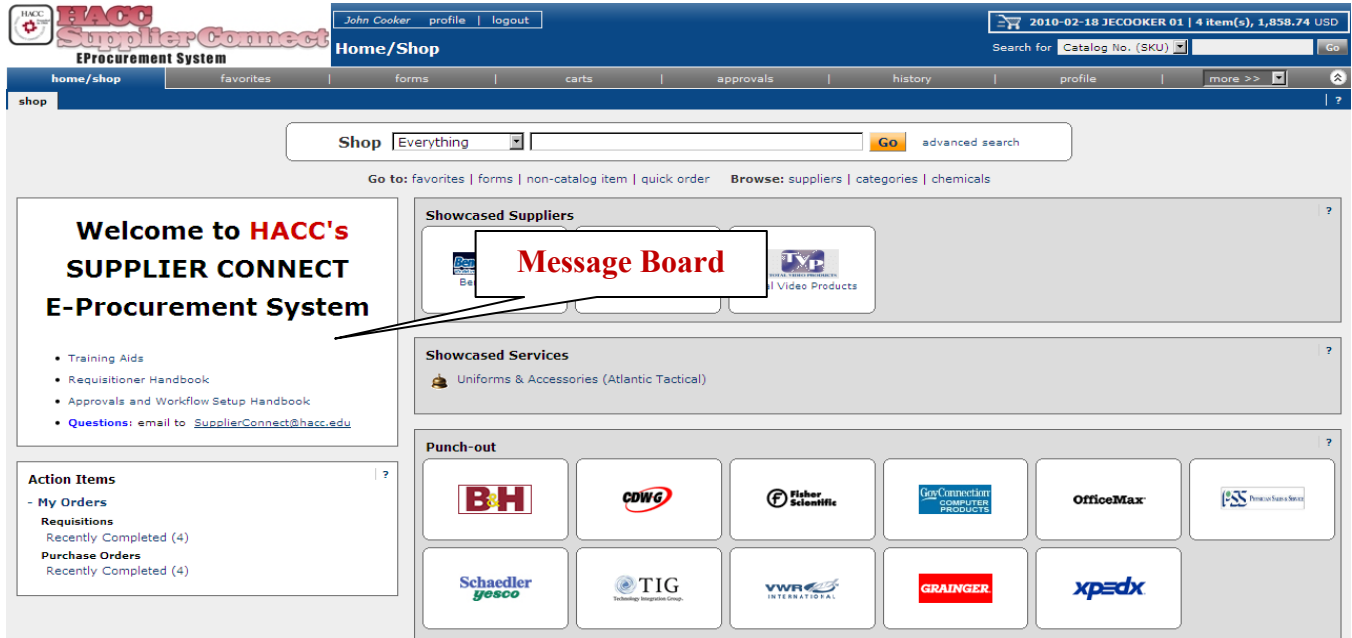




Navigation

MESSAGE BOARD:



The **Organization Message Board** is the location for requisitioners and approvers to find useful information about HACC’s SupplierConnect e-procurement system. Here you will find:

- Access to “Training Aids” such as “How to Guides”
- “Video Demos” on various topics of using SupplierConnect
- Contact information for questions or reporting problems
- Other uses may be the announcement of new contracts coming on board
- Special discounts on select items by individual suppliers
- Other pertinent information

ACTION ITEMS:

The screenshot displays the HACC Supplier Connect E-Procurement System interface. At the top, there is a navigation bar with 'Home/Shop' and a search bar. A callout box points to the 'Action Items' section, which lists 'My Orders', 'Requisitions Recently Completed (4)', and 'Purchase Orders Recently Completed (4)'. Other sections include 'Showcased Suppliers' (Benco Dental, Laerdal Medical Corporation, Total Video Products), 'Showcased Services' (Uniforms & Accessories), and 'Punch-out' (Fisher Scientific, Logi Connect, OfficeMax, ESS, YWR International, Grainger, xpedx).

Action Items provides a quick look to the user and approver of orders, requisitions, and purchase orders that have been completed or have been completed.

Clicking on **Requisitions** – “Recently Completed” opens the “History” screen showing a list of completed requisitions.

Clicking on **Purchase Orders** – “Recently Completed” opens the “History” screen showing a list of completed requisitions.

An approver will see other notices including “pending approvals”. These will require action on the part of the approver.

NAVIGATION BAR:

This is the main Navigation bar.

Submenu items.

Welcome to HACCC's
SUPPLIER CONNECT
E-Procurement System

- Training Aids
- Requisitioner Handbook
- Approvals and Workflow Setup Handbook
- Questions: email to SupplierConnect@hacc.edu

Action Items

- My Orders
- Requisitions
Recently Completed (4)
- Purchase Orders
Recently Completed (4)

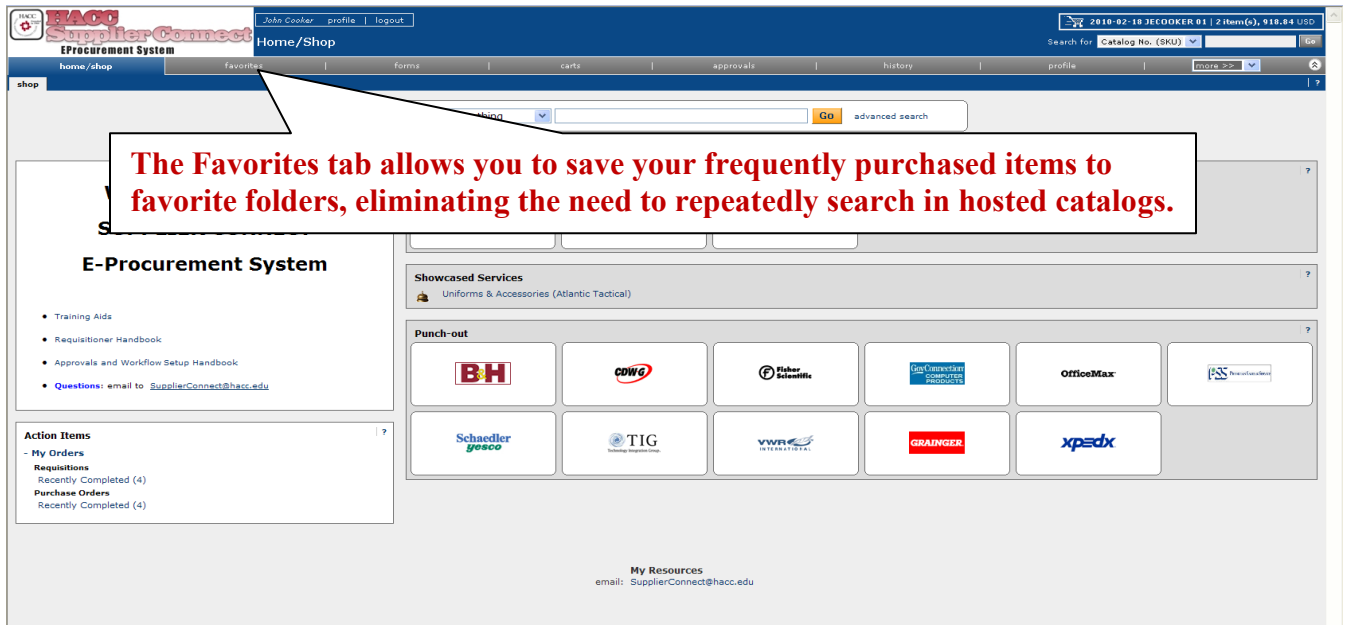
My Resources
email: SupplierConnect@hacc.edu

After logging in, the main HACCC SupplierConnect e-Procurement System page appears.

This section will give you a quick overview of the Main Navigation Bar.

- You will notice the main **Navigation** bar across the top of the page.
- When you pause at a main navigation tab, you will quickly see what the options are for this area of the application, saving time unnecessarily spent “clicking”. You also have the option of highlighting and selecting the **submenu item** as you view it.

FAVORITES:



Within SupplierConnect, there are two types of “favorites”:

- **Personal Favorites** – Personal favorites are those that an individual identifies for future purchasing. With personal favorites, folders and sub-folders can be created to manage the favorites; users have full control over items in their personal folders.
- **Shared Favorites** - Shared favorites and folders are set up by administrators, and can be set up for viewing/use for the entire organization or a subset – such as a department, specific users, or a specific role. Shared favorites typically represent frequently ordered products or suggested products for purchase.

Further details and procedures about “Favorites” are found in the “Managing Favorites” training guide.

Note: There are also individual **Supplier Favorites** located on their sites.



Favorites cont'd.

The following types of items or requests can be saved as favorites:

- **Hosted items** - Suppliers have contract pricing or a price agreement which offers institutional discounts on all or part of their product line. These may be items used exclusively by HACC.
- **Punch Out Items** – HACC has contracts with discounts with specific suppliers. Punch Out directly to a supplier’s web catalog containing items to choose from.
- **Non-Catalog Items** – SupplierConnect processes purchases from suppliers for products not available through Hosted or Punch Out suppliers.
- **Forms** – Customized institutional forms (See description and example below)

FORMS:

The screenshot displays the HACC Supplier Connect E-Procurement System interface. The top navigation bar includes 'Home/Shop', 'favorites', 'forms', 'catalogs', 'approvals', 'history', and 'profile'. A callout box points to the 'forms' menu item, stating: "Forms are accessible from the main navigational bar and also directly through 'Showcased Services'". Below the navigation bar, the 'Showcased Services' section is visible, featuring a callout box that says: "Showcase Services – Click directly on a 'form' and the form will open." This section includes a 'Punch-out' area with logos for BH, COWI, Schaedler, TIG, VWR, GRANGER, and xpedx. The left sidebar contains a 'Welcome to HACC's SUPPLIER CONNECT E-Procurement System' message and 'Action Items' for My Orders, Requisitions, and Purchase Orders.

Forms are used in SupplierConnect to purchase items outside of hosted and punch-out catalogs. Forms are a fully customizable way to provide orders for internal departmental items/service orders, request for information forms and other actions by departments. Below is an example of a form developed internally to order security uniforms from Atlantic Tactical.

Forms Cont'd.

Service - Windows Internet Explorer

https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=1115788&wantReloadOnClose=1115788&callerScrollX=0&callerScrollY=0&tstamp=1266870551035826

Service Available Actions (Click here for details): Add and go to Cart

Approved Security Uniform Order

Supplier Information		OFFICER INFORMATION	
Supplier	Atlantic Tactical	INDIVIDUAL PROFILE	
Fulfillment Address	Purchase Orders 1: (preferred) 763 Corporate Circle New Cumberland, PA 17070 US	Nx = Neck Size	<input type="text"/>
Supplier Phone	+1 (717) 774-3339	Wx = Waist Size	<input type="text"/>
Commodity Code	<input type="text"/> search...	Ix = Inseam Size	<input type="text"/>
OFFICER NAME:	<input type="text"/>	Sx = Sleeve Size/Length	<input type="text"/>
General	<input type="text"/>	Sz = Size	<input type="text"/>

Order

Shirts

Shirt Information

Description	Unit Price	Quantity	Ext. Price
216-LN-Sz - Shirt, Tropical S/S - Fecheimer/Flying Cross FEC235C - 97R6686 - Poly/Rayon - LAPD NAVY	45.86	<input type="text"/>	
07T-LN-Nx-Sx - Shirt, Tropical L/S -Fecheimer/Flying Cross FEC236 - 47W6686 - Poly/Rayon - LAPD NAVY	50.99	<input type="text"/>	
080-NV-Sx - Shirt, Command S/S -Fecheimer/Flying Cross FEC340A-85R5886 - Poly/Rayon - NAVY	38.06	<input type="text"/>	
081-NV-Nx-Sx - Shirt, Command L/S -Fecheimer/Flying Cross FEC341A-35R5886 - Poly/Rayon - NAVY	41.15	<input type="text"/>	
ZIPPER, Std Sewn in Shirt	5.67	<input type="text"/>	
7904030000 - Reversed Flag Patch - Gold Border	1.44	<input type="text"/>	
Total			0.00

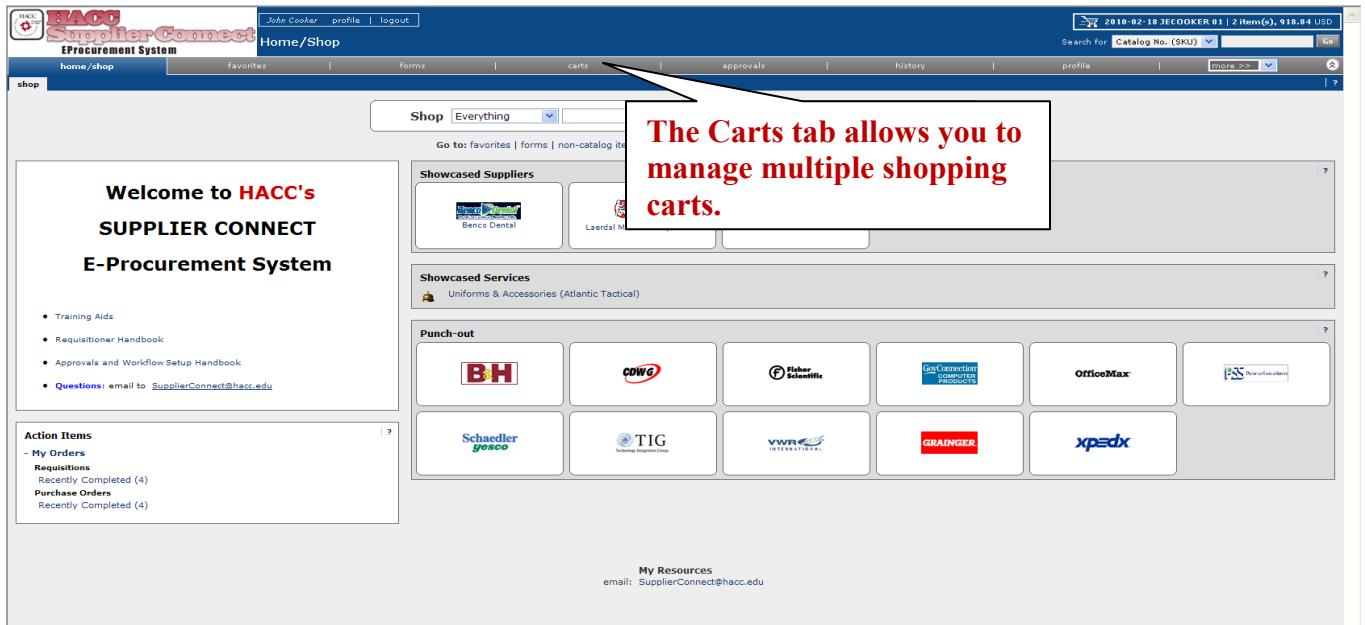
recalculate list total

Pants

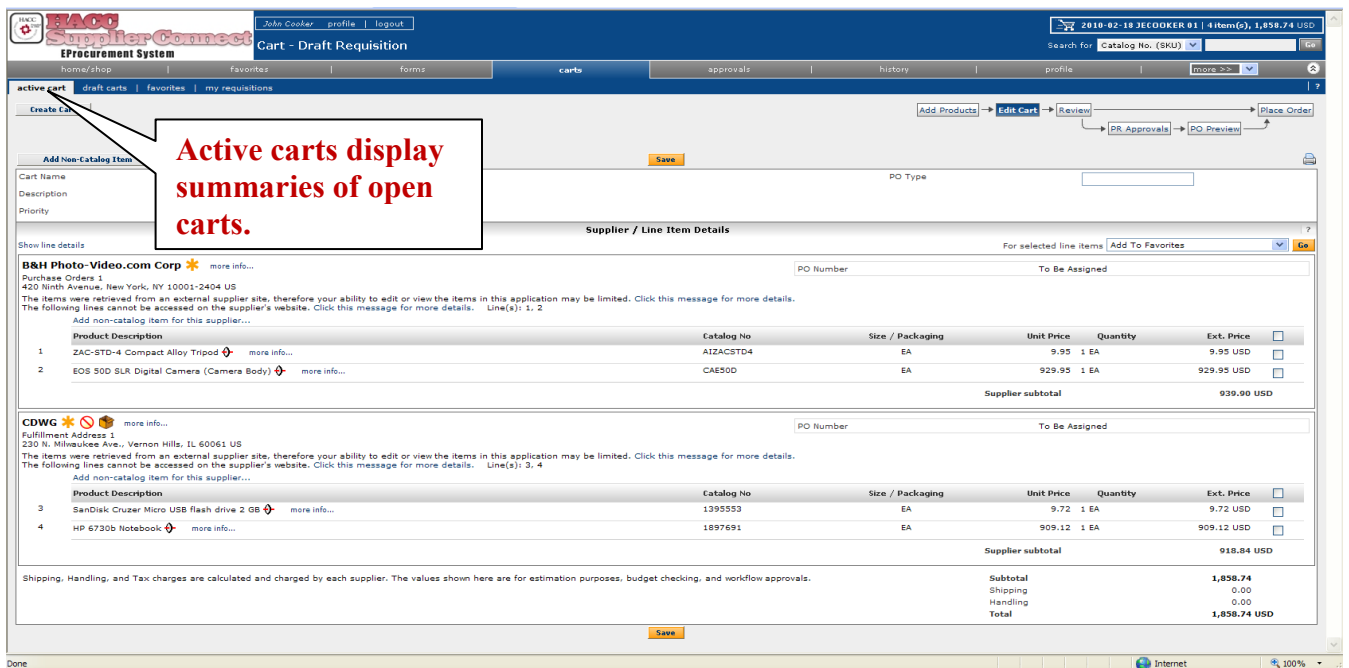
Pants

Description	Unit Price	Quantity	Ext. Price
133-Wx-NV - Trousar Freedom Fit - Fechiemer/Flying Cross FEC237 - 42280 - 75/25 Poly/Wool -NAVY	65.66	<input type="text"/>	
03Z-Wx-NV- Trousar - Fechiemer FEC236 - Freedom Fit 75/25 Poly/Wool - NAVY	45.86	<input type="text"/>	

CARTS:



After creating carts or requisitions, clicking “carts” on the navigational bar and then “active carts” on the sub tab bar, a screen will open which displays the first screen in the process of finishing the cart prior to placing the order. In the illustration below, there are two carts that need to be completed.



Carts cont'd.



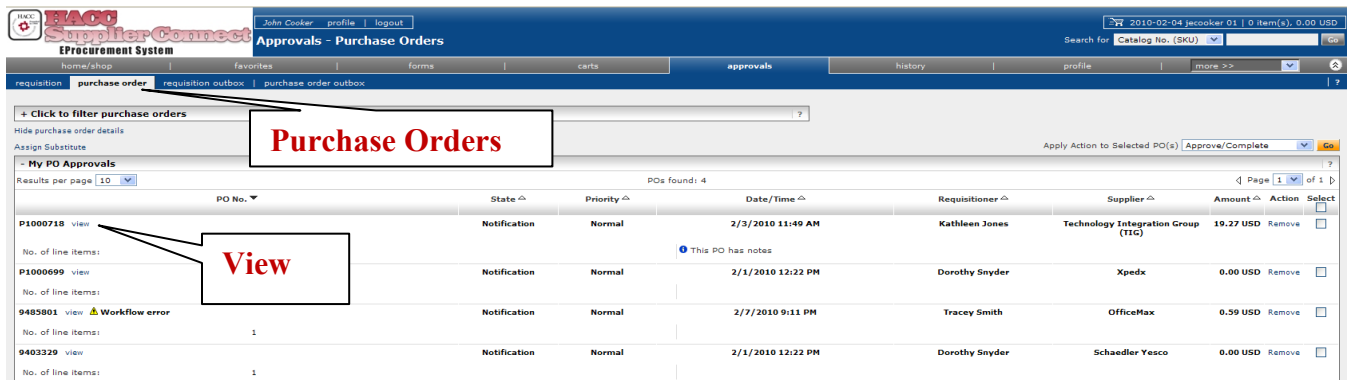
Clicking “carts” on the navigational bar and then “draft carts” on the sub tab bar will provide a list for the requisitioner to choose from. Clicking on a “Shopping Cart Name” will open the cart to complete.

APPROVALS:



There are several sub tabs that will open additional screens.

- Requisition – if there are requisitions to approve they will appear
- Purchase order – this screen will show what requisitions were approved and any PO#'s. Details are viewable by clicking on the word “view”. (See below).



When “view” is clicked the screen below is seen. This illustration “view” is a PO summary.

Approvals cont'd.

HACC Supplier Connect E-Procurement System
 Status - PO P1000718

Home/shop | favorites | forms | carts | **approvals** | history | profile | more >>

requisition | **purchase order** | requisition outbox | purchase order outbox

PO/Reference No.: P1000718 Revision 0
 Supplier: Technology Integration Group (TIG)

Available Actions: Add Comment

General Information

PO/Reference No.: P1000718
 Revision No.: 0
 Supplier Name: Technology Integration Group (TIG) more info...
 Purchase Order Date: 2/3/2010
 Total: 19.27
 Owner Name: Kathleen Jones
 Owner Phone: +1 (717) 780-2324
 Owner Email: klfones@hacc.edu
 Requisition Number: 14566720 view | print
 Internal PO Ref #: 9429742

Workflow

Completed (2/4/2010 1:36 PM)
 Distribution: The system distributed the purchase order using the method(s) indicated below the last time it was distributed. view
 Distribution Date/Time: 2/4/2010 1:36 PM
 Supplier: Sent To Supplier

Document Status

Line Item Status

Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price	Receiving
Sandisk 2GB Cruzer Micro U3 USB2.0 Flash Drive	SDCZ6-2048-A10RB	EA	19.27	1 EA	19.27 USD	none

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: 19.27
 Shipping: 0.00
 Handling: 0.00
Total: 19.27 USD

See configuration for this PO

HISTORY:

HACC Supplier Connect E-Procurement System
 Home/Shop

Home/shop | favorites | forms | carts | approvals | **history** | profile | more >>

Shop: Everything [Go] advanced

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

Welcome to HACC's SUPPLIER CONNECT E-Procurement System

- Training Aids
- Requisitioner Handbook
- Approvals and Workflow Setup Handbook
- Questions: email to SupplierConnect@hacc.edu

Action Items

- My Orders

Requisitions Recently Completed (4)
 Purchase Orders Recently Completed (4)

Showcased Suppliers

- Benco Dental
- Laerdal Medical Corporation
- Total Video Products

Showcased Services

- Uniforms & Accessories (Atlantic Tactical)

Punch-out

- B&H
- CDWG
- Fisher Scientific
- GroConnection COMPUTER PRODUCTS
- OfficeMax
- TIG Technology Integration Group
- VWR INTERNATIONAL
- GRAINGER
- xpedx

History - provides list of Requisitions and Purchase Orders.

- **Requestors** are granted access to view purchase requisitions they initiated and the resultant purchase orders.
- Departmental **approvers** typically are granted access to viewing the details of orders in their department or departments. This function allows an approver to not only see the history of the orders they placed but all others in the departments assigned to them.

PROFILE:

John Cooker profile | logout

2010-02-18 JECOOPER 01 | 4 item(s), 1,858.74 USD

Search for Catalog No. [SKU] Go

Home/Shop

Shop [Everything] Go advanced search

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

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Action Items

- My Orders

Requisitions Recently Completed (4)

Purchase Orders Recently Completed (4)

Showcased Suppliers

- Benco Dental
- Laerdal Laerdal Medical Corporation
- Total Video Products

Showcased Services

- Uniforms & Accessories (Atlantic Tactical)

Punch-out

- BH
- CDWG
- Fisher Scientific
- Gas Connection COMPUTER PRODUCTS
- OfficeMax
- FSS
- Schaedler gesco
- TIG
- VWR INTERNATIONAL
- GRAINGER
- xpedx

From the HACC SupplierConnect E-Procurement “Showcase Display” page, each user, whether a requestor or an approver has a unique “profile” including identification, purchasing abilities, and site accessibility.

SHOP SEARCH UTILITY:

John Cooker profile | logout

2010-02-18 JECOOPER 01 | 4 item(s), 1,858.74 USD

Search for Catalog No. [SKU] Go

Home/Shop

Shop [Everything] Go advanced search

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

Welcome to **HACC's** SUPPLIER CONNECT E-Procurement System

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Action Items

- My Orders

Requisitions Recently Completed (4)

Purchase Orders Recently Completed (4)

Showcased Suppliers

- Benco Dental
- Laerdal Laerdal Medical Corporation
- Total Video Products

Showcased Services

- Uniforms & Accessories (Atlantic Tactical)

Punch-out

- BH
- CDWG
- Fisher Scientific
- Gas Connection COMPUTER PRODUCTS
- OfficeMax
- FSS
- Schaedler gesco
- TIG
- VWR INTERNATIONAL
- GRAINGER
- xpedx

The “Shop” search utility provides various options to perform a quick search, or a more advanced search using additional search criteria.

GO TO:

The screenshot shows the HACC Supplier Connect E-Procurement System interface. At the top, there is a navigation bar with 'Home/Shop' and a search bar. Below the navigation bar, there are several sections: 'Shop' with a search bar, 'Go to:' with links for favorites, forms, non-catalog item, and quick order; 'Browse:' with links for suppliers, categories, and chemicals; 'Showcased Suppliers' with logos for Benco Dental, Laerdal Medical Corporation, and Total Video Products; 'Showcased Services' with 'Uniforms & Accessories (Atlantic Tactical)'; and 'Punch-out' with logos for BH, CDWG, Fisher Scientific, GSC, OfficeMax, PSS, Schaedler gesco, TIG, VWR INTERNATIONAL, GRAINGER, and xpedx. A callout box on the left contains the text: 'GO TO: Multiple ways to access functions within SupplierConnect.' and 'HACC's SUPPLIER CONNECT system'.

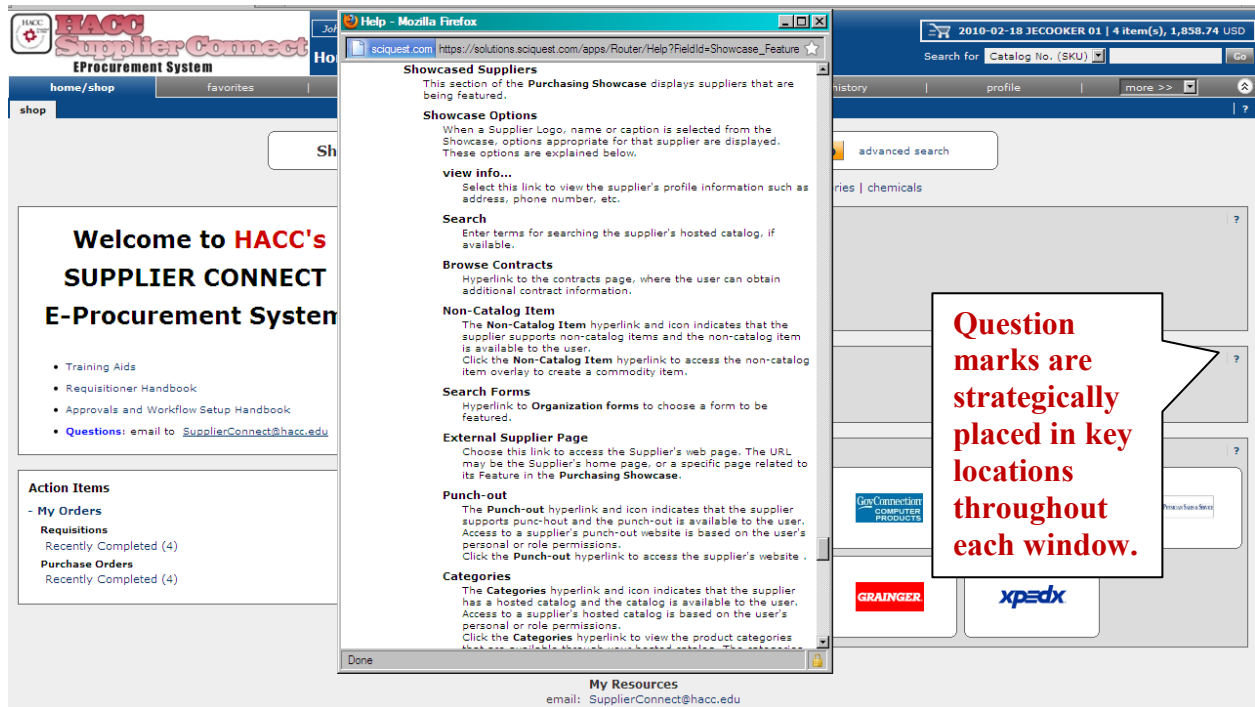
“Go to” provides quick access to “favorites, forms, non-catalog item, and quick order. Quick Order allows a search by SKU numbers.

BROWSE:

The screenshot shows the HACC Supplier Connect E-Procurement System interface. At the top, there is a navigation bar with 'Home/Shop' and a search bar. Below the navigation bar, there are several sections: 'Shop' with a search bar, 'Go to:' with links for favorites, forms, non-catalog item, and quick order; 'Browse:' with links for suppliers, categories, and chemicals; 'Showcased Suppliers' with logos for Benco Dental, Laerdal Medical Corporation, and Total Video Products; 'Showcased Services' with 'Uniforms & Accessories (Atlantic Tactical)'; and 'Punch-out' with logos for BH, CDWG, Fisher Scientific, GSC, OfficeMax, PSS, Schaedler gesco, TIG, VWR INTERNATIONAL, GRAINGER, and xpedx. A callout box on the right contains the text: 'Browse: Quick access to supplier, categories and chemicals.'

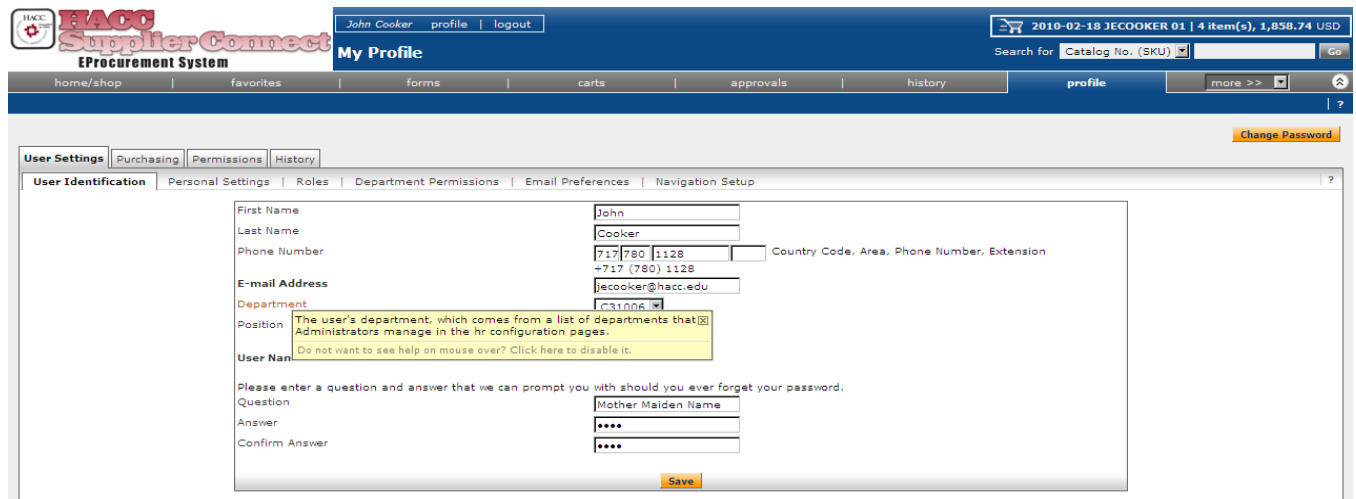
Browsing by supplier allow a quick alphabetical search for suppliers. Categories are major categories of SupplierConnect such as Lab Supplies, Medical and Clinical, Facilities and Electronics. Chemical search allows search by name, CAS and highly complex chemical structure search.

QUESTION MARK ?



When a question mark is clicked, a customized help/definition list opens. In the case of a question mark on the main navigation bar when scrolling up and down will provide definitions of each area of this screen.

HOVER HELP:



Hovering your mouse over a field where help is available, will display the specific help text in a small pop-up window.