

### Enhancement of HokieMart Supplier Search

HokieMart will now provide the user with enhanced search capabilities which should stream line the supplier search. The new search capability will now allow the user to search for any portion of a supplier name or an individual's name. By entering more specific supplier name information (Taylor Office rather than Taylor), the number of search results will be reduced. The use of the asterisk is no longer needed to perform a search.

### Non-Catalog Item Form

From main screen of HokieMart:

- Click on “Non-Catalog Item” form.
- Enter a portion of the desired supplier name (Taylor).
- 

A list of suppliers whose name contains “Taylor” will be available for user's choice.

- From the drop-down menu, choose the desired supplier.



If the supplier is not on the drop-down menu, for more selections:

- Click “Click here to view more supplier results.”

An **entire** listing of all HokieMart suppliers whose name contains “Taylor” will display.

<b>Taylor's Do-It Centers</b> SBE Order Address 1: Po Box 4267 Virginia Beach, VA 23454 US	Select
<b>Taylor's Frames &amp; Things Inc</b> SBE Order Address 1: 103 S Main St Blacksburg, VA 24060 US	Select
<b>Taylor's Home &amp; Auto Parts Center</b> WBE Order Address 1: Po Box 1107 Saltville, VA 24370 US	Select
<b>Baker &amp; Taylor Books</b> Order Address 1: 251 Mt Olive Church Rd Commerce, GA 30599 US Order Address 2: Po Box 7777 Philadelphia, PA 19175-0486 US	Select Select
<b>Bernard W Taylor</b> Office/Work Address 1: Bus Information Technology 1007 Pamplin Hall Blacksburg, VA 24061 US	Select

Partial screen shot

- Choose the desired supplier/address.

The chosen form (Non-Catalog) with selected vendor will now be displayed in its normal layout.

**Non-Catalog Item** ? X

**Taylor Office Supply Inc** SBE [select different supplier](#)

**Fulfillment Address** Order Address 2:  
118 3rd & Grove Ave  
Radford, VA 24141 US  
[select different fulfillment center](#)

[+ Show distribution methods](#)

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

255 characters remaining [expand](#) | [clear](#)

[Save and Close](#) [Save and Add Another](#) [Close](#)

- Complete the PR as usual.

## Direct Pay

From the main screen of HokieMart:

- Click on “Direct Pay” form.
- Enter a portion of the desired supplier name (Appalachian Power).
- .



Supplier Info

Enter Supplier

Appalachian Power

Appalachian Power Company

supplier search

Chosen vendor and address will display



Direct Pay (HokieMart will not deliver PO)

Available Actions (Click [here](#) for details): Add and go to Cart

Go Close

Supplier Info

Supplier: Appalachian Power Company [more info...](#)  
[select different supplier](#)

Fulfillment Address: Order Address 1: (preferred)  
Po Box 24400  
Canton, OH 44701-4400 US  
[select different fulfillment center](#)

Distribution: The system will distribute purchase orders using the method(s) indicated below:  
Fax: +1 (540) 231-1177  
Manual

The Direct Pay form will now be displayed in its normal layout.

- Complete the PR as usual.

## Reimbursement Request

From the main screen of HokieMart:

- Click “Reimbursement Request.”
- Enter any portion of the desired supplier name (Vest).

A list of possible suppliers will display.

Supplier Info ?

Enter Supplier

Vest

Vest Paving & Sealing see

Jonathan M Vest

Wendell L Vest

- Choose desired supplier.

Supplier Info ?

<b>Supplier</b>	Wendell L Vest <a href="#">more info...</a> <a href="#">select different supplier</a>
<b>Fulfillment Address</b>	Order Address 1: (preferred) 486 Daniels Run Rd NE Copper Hill, VA 24079 US
Supplier Phone	+1 (540) 651-6256
<b>Distribution</b>	


The entire Reimbursement form will now be displayed in its normal layout.

- Complete the PR as usual.

## Product Search by Supplier Class (Small, Minority, and Woman-Owned Business)

 Small Business

 Minority Business

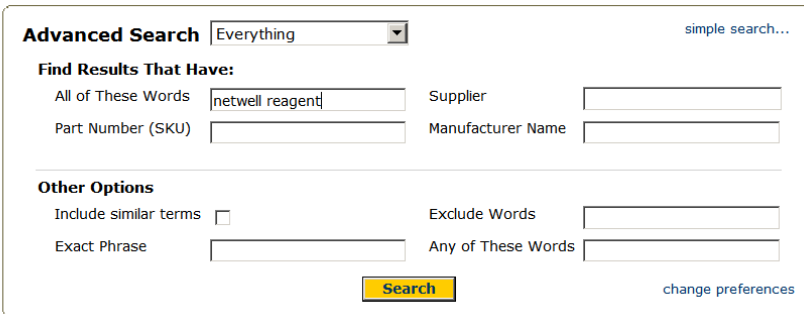
 Woman-Owned

From the main screen of HokieMart:

- Click “advanced search.”



- Search for items by “All of These Words, “Part Number (SKU),” “Supplier,” or Manufacturer Name.”
- Click “Search.”



Results for chosen item search will be displayed.

- Review “Refine and Filter Search.”

The product selected displays a Woman-Owned Business which can supply the desired item(s). To review the products supplied by the Woman-Owned Business:

- Click on “Woman-Owned Business to display the product.



Select desired item(s).

- Click “Add to cart.”
- Click “view cart.”

Results for: Everything : netwell reagent Showing 1 - 8 of 8 results Compare Selected: 0

Refine and Filter Search ?

Add Keywords

By Supplier

- VWR International Inc (4)
- DOT Scientific Inc (2)
- ISC BioExpress (2)

By Supplier Class

- Contract Supplier (4)
- Small Business (2)
- Women Owned Business (2)

By Category

- Classical Reagents (4)
- Immunostaining System Accessories (2)
- Tissue Culture Inserts (2)

By Packaging UOM

- 200/CS (4)
- EA (4)

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

<b>NETWELL REAGENT TRAY, BLACK-10 [ VWR MarketSource]</b>	<b>10.99 USD</b>
from VWR International Inc Part Number 100490-640 (PK)	EA 1 <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> add favorite   compare <b>1 item(s) added, view cart</b>
<b>NETWELL REAGENT TRAY, WHITE-10 [ VWR MarketSource]</b>	<b>10.99 USD</b>
from VWR International Inc Part Number 100490-642 (PK)	EA 1 <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> add favorite   compare <b>1 item(s) added, view cart</b>
<b>NETWELL REAGENT TRAY, BLACK-20 [ VWR MarketSource]</b>	<b>10.99 USD</b>
from VWR International Inc Part Number 100502-620 (CS)	EA 1 <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> add favorite   compare <b>1 item(s) added, view cart</b>

User will now be in the Cart-Draft Requisition.

- Complete the PR as usual.

HOKIE MART Sherry Crunkilton profile | logout 2009-07-20 scrunkil 01 | 3 item(s), 32.97 USD

Search for PR No.

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

active cart | draft carts | favorites | my requisitions

Create Cart Add Products → Edit Cart → Review → Approvals → Submit PR

**Warning:: Verify delivery method in "Send to Supplier?" field**  
**Warning:: Verify delivery method in "Send to Supplier?" field**

Cart Name: 2009-07-20 scrunkil 01 Internal Note: add note... Note to all Suppliers: add note...  
 Priority: Normal Send to Supplier? SciQuest Will Deliver  
 Leave date blank unless next fiscal year order (then enter 07/01/2009) mm/dd/yyyy Select from profile values...  
 Notify AP-Prepayment  Select from all values...  
 Prepared for: Sherry Crunkilton Select a different user...

Supplier / Line Item Details

Show line details For selected line items Add To Favorites

VWR International Inc more info... Contract: Punchout Test Contract more info...  
 PO Number To Be Assigned

Add non-catalog item for this supplier...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 NETWELL REAGENT TRAY, BLACK-10 [ VWR MarketSource more info...	100490-640 (PK)	EA	10.99	1 EA	10.99 USD
2 NETWELL REAGENT TRAY, WHITE-10 [ VWR MarketSource more info...	100490-642 (PK)	EA	10.99	1 EA	10.99 USD
3 NETWELL REAGENT TRAY, BLACK-10 [ VWR MarketSource more info...	100490-640 (PK)	EA	10.99	1 EA	10.99 USD
<b>Supplier subtotal</b>					<b>32.97 USD</b>

## New Email Preference Categories

In Upgrade 9.3, the “Email Preferences” categories are organized by role.

Click “profile” tab.

- Click “Email Preferences.”

The screenshot shows the 'My Profile' page for user Sherry Crunkilton. The 'Email Preferences' section is active, displaying two tables of preferences. The left table has categories: Administration & Integration, Shopping, Carts & Requisitions, and Purchase Orders. The right table has categories: Purchase Orders, Settlement, and Contract Manager. Each row in both tables has 'Value' and 'Override Role' columns with checkboxes. Red arrows point to the 'PR rejected/returned' row in the left table and the 'PO rejected' row in the right table, where both checkboxes are checked.

Email Preference	Value	Override Role
<b>Administration &amp; Integration</b>		
User Registration pending approval	X	<input type="checkbox"/>
PR Export Failure Notification	X	<input type="checkbox"/>
Invoice Export failure notification	X	<input type="checkbox"/>
<b>Shopping, Carts &amp; Requisitions</b>		
Cart Assigned Notice	X	<input type="checkbox"/>
Receive PR and PO notifications for Carts Assigned to Me	X	<input type="checkbox"/>
PR submitted into Workflow	X	<input type="checkbox"/>
PR pending Workflow approval	X	<input type="checkbox"/>
PR Workflow Notification available	X	<input type="checkbox"/>
PR Workflow complete / PO created	X	<input type="checkbox"/>
PR line item(s) rejected	X	<input type="checkbox"/>
PR rejected/returned	X	<input checked="" type="checkbox"/>
<b>Purchase Orders</b>		
PO submitted into Workflow	X	<input type="checkbox"/>
PO Workflow complete	X	<input type="checkbox"/>
PO sent to supplier	X	<input type="checkbox"/>
PO Line Item Ship Notice	X	<input type="checkbox"/>
PO line item(s) rejected	X	<input type="checkbox"/>
PO rejected	X	<input checked="" type="checkbox"/>
PO line item Backorder notice	X	<input type="checkbox"/>
PO line item Cancellation notice	X	<input type="checkbox"/>
<b>Settlement</b>		
PO Requires Receipt notice	X	<input type="checkbox"/>
Invoice submitted into Workflow	X	<input type="checkbox"/>
Invoice Workflow complete	X	<input type="checkbox"/>
Invoice line item(s) rejected	X	<input type="checkbox"/>
Invoice rejected	X	<input type="checkbox"/>
<b>Contract Manager</b>		
Contract Budget/Tier Notification	X	<input type="checkbox"/>
Contract Date Notifications	X	<input type="checkbox"/>

Save

- Place a check mark in both the “Value” and “Override Role” columns if you wish to add these electronic email notifications.
- Click “Save.”