

## SciQuest Search Functions

- When you click on the documents icon, it will allow you to search by All Orders, Requisitions, Purchase Orders, or Receipts.

The screenshot shows the SciQuest interface with a search menu open. The menu options are: All Orders, Requisitions, Purchase Orders, Procurement Requests, and Receipts. Below the menu, there are filters for Type (Requisitions), Date Range (All Dates), and View Approvals For (My Approvals). The main content area displays a requisition list with columns: Suppliers, Assigned Approver, PR Date/Time, Requisitioner, Amount, and Action. A table entry shows a requisition for 245.00 USD by Marcia Hostler, dated 7/2/2020 9:14 AM.

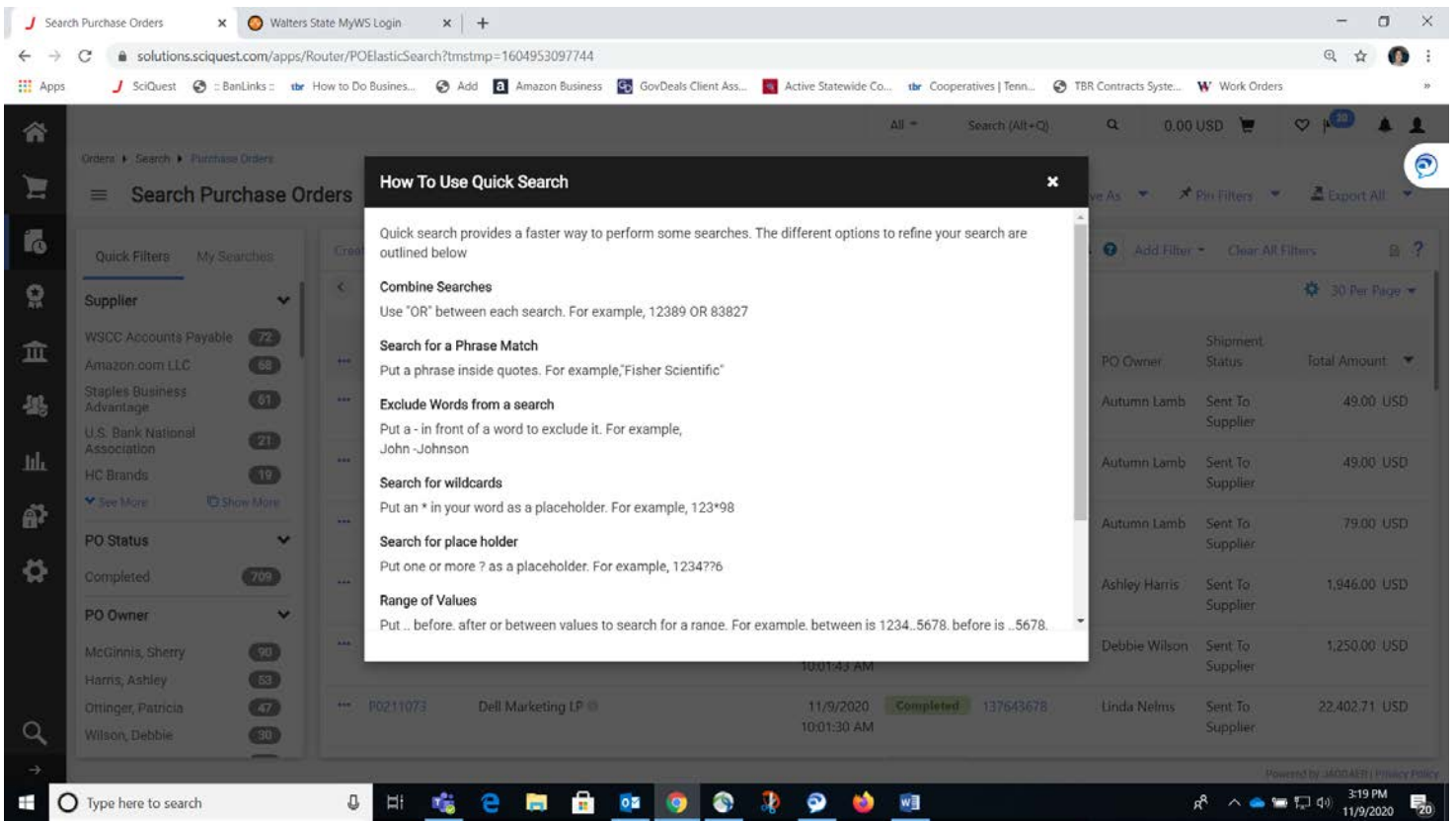
Suppliers	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
Suppliers and Door LLC	Not Assigned	7/2/2020 9:14 AM	Marcia Hostler	245.00 USD	Assign

- The down arrow beside “Created Date” allows you to choose the timeframe that you wish to search for.

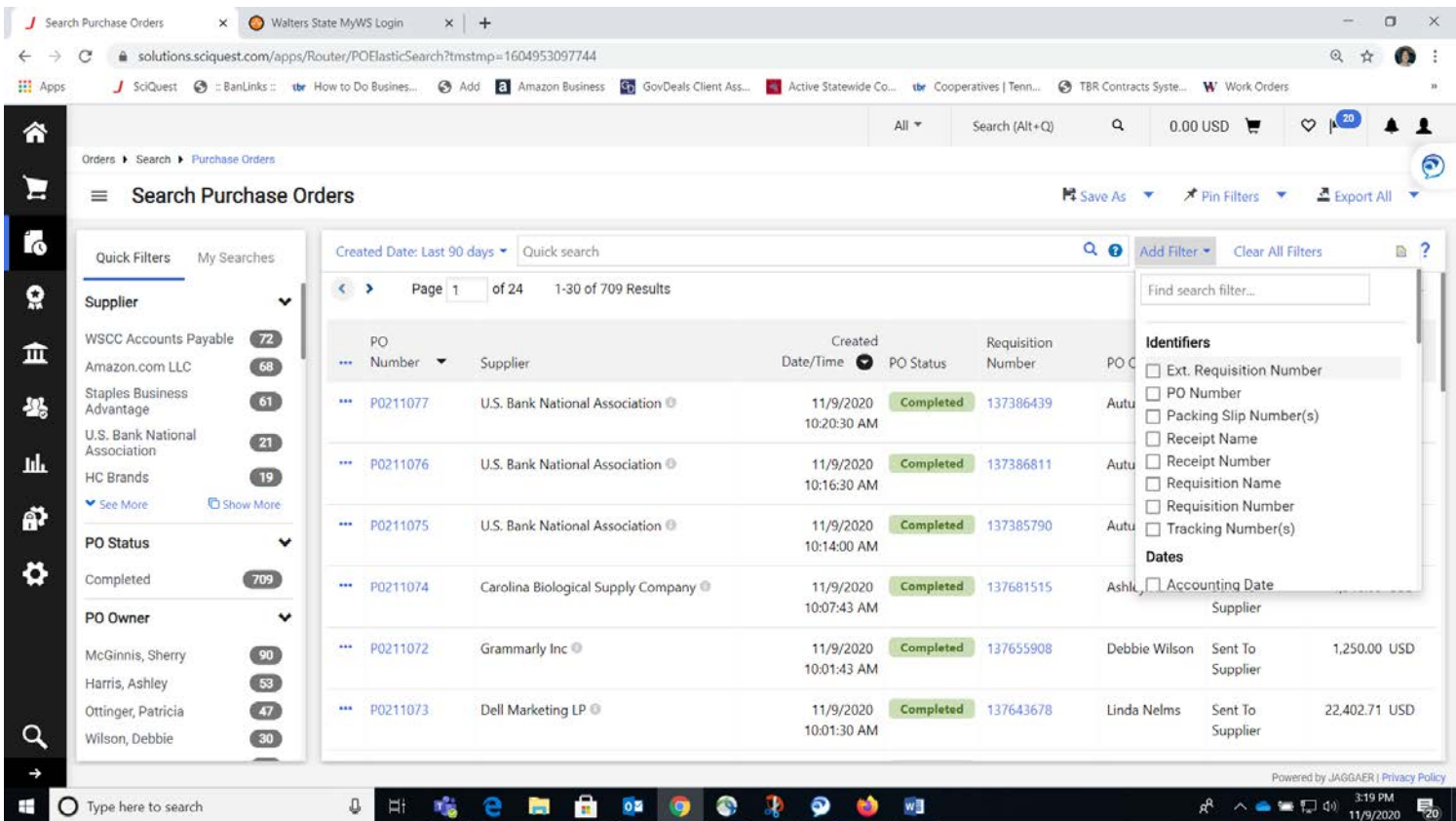
The screenshot shows the SciQuest interface with search filters applied. The filters include: Supplier (WSCC Accounts Payable: 72, Amazon.com LLC: 68, Staples Business Advantage: 61, U.S. Bank National Association: 21, HC Brands: 19), PO Status (Completed: 709), and PO Owner (McGinnis, Sherry: 90, Harris, Ashley: 53, Ottinger, Patricia: 47, Wilson, Debbie: 30). The search results table shows purchase orders with columns: Requisition Number, PO Owner, Shipment Status, and Total Amount. A table entry shows a purchase order for 1,250.00 USD by Debbie Wilson, dated 11/9/2020 10:01:43 AM.

Requisition Number	PO Owner	Shipment Status	Total Amount
7386439	Autumn Lamb	Sent To Supplier	49.00 USD
7386811	Autumn Lamb	Sent To Supplier	49.00 USD
7385790	Autumn Lamb	Sent To Supplier	79.00 USD
7681515	Ashley Harris	Sent To Supplier	1,946.00 USD
PO211072	Grammarly Inc	Completed	1,250.00 USD
PO211073	Dell Marketing LP	Completed	22,402.71 USD

- The Quick Search info Icon (blue circle with lowercase i in white) brings up the window below explaining how to use Quick Search features.



- The down arrow beside "Add Filter" allows you to select/deselect identifiers, dates, etc.



- “Clear All Filters” will remove any previously entered filters you have chosen.

Search Purchase Orders

Created Date: Last 90 days | Quick search

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PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Total Amount
P0211077	U.S. Bank National Association	11/9/2020 10:20:30 AM	Completed	137386439	Autumn Lamb	Sent To Supplier	49.00 USD
P0211076	U.S. Bank National Association	11/9/2020 10:16:30 AM	Completed	137386811	Autumn Lamb	Sent To Supplier	49.00 USD
P0211075	U.S. Bank National Association	11/9/2020 10:14:00 AM	Completed	137385790	Autumn Lamb	Sent To Supplier	79.00 USD
P0211074	Carolina Biological Supply Company	11/9/2020 10:07:43 AM	Completed	137681515	Ashley Harris	Sent To Supplier	1,946.00 USD
P0211072	Grammarly Inc	11/9/2020 10:01:43 AM	Completed	137655908	Debbie Wilson	Sent To Supplier	1,250.00 USD
P0211073	Dell Marketing LP	11/9/2020 10:01:30 AM	Completed	137643678	Linda Nelms	Sent To Supplier	22,402.71 USD

Buttons: Save As, Pin Filters, Export All

You may save the search you crated by clicking Save As and Save As again

Search Requisitions

Submitted Date: Last 90 days | Quick search

\*PO Type: Is Equal To:Che... | Prepared By: Kitts, Darla

1-9 of 9 Results | 200 Per Page

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
137843837	JDR Construction LLC	2020-11-10 DLKITTS 01	Completed	Darla Kitts	11/10/2020 9:20:34 AM	4,500.00 USD
137791541	Commission on Accreditation for Health Informatics	2020-11-09 W00002683 01	Completed	Barbara Chandler	11/9/2020 11:31:00 AM	3,000.00 USD
137557633	KUALI, INC.	2020-11-02 DLKITTS 01	Completed	Darla Kitts	11/2/2020 10:35:28 AM	6,578.00 USD
136639942	American Physical Therapy Association	2020-10-06 W00002683 02	Completed	Barbara Chandler	10/6/2020 2:46:26 PM	4,500.00 USD
136170878	Commission on Accreditation for Respiratory Care	2020-09-22 AFLAMB 01	Completed	Autumn Lamb	9/23/2020 11:51:55 AM	2,200.00 USD
135770243	Midwest Institute for International Intercultural Education	2020-09-10 TLHOLT 01	Completed	Tammy Holt	9/14/2020 8:43:15 AM	600.00 USD
135041792	GradLeaders LLC	SSAC-GradLeaders 2020	Completed	Melissa Duff	8/20/2020 2:52:51 PM	5,150.00 USD
134966771	National Assn for the Education of Younga	2020-08-19 WAHARRELL	Completed	Wanda Harrell	8/24/2020 3:28:01 PM	1,693.00 USD

Buttons: Save As, Pin Filters, Export All

Save your search by adding a nickname and selecting a folder destination

## Save Search ✕

**Step 1: Details**

Nickname ★

[Add Description](#)

**Step 2: Select Folder Destination** [Add New](#)

- Personal
  - Reports
  - Travel
- Shared
  - The Athletic Shop

[Save](#) [Close](#)

Your search is now under My Searches

☰ Pending check with order [Save As](#) [Pin Filters](#) [Export All](#)

Quick Filters **My Searches**

Manage Searches  
My Recent Approvals  
My Requisitions

**Favorite Searches**  
[Pending check with order](#) ...

Submitted Date: Last 90 days Quick search [Add Filter](#) [Clear All Filters](#)

\*PO Type: Is Equal To:Che... ✕ Requisition Status: Pending ✕

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<input type="checkbox"/>	Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
<input type="checkbox"/>	137909736	Tennessee Community College Athletic Assn	Membership Fees	Pending	Sherry McGinnis	11/11/2020 1:52:37 PM	6,100.00 USD



Click the name of the search you would like to see