NEW DOCUMENT LAYOUT OPTIONS FOR REQUISITIONS, PURCHASE ORDERS, AND INVOICES

In the 15.2 Release, SciQuest has provided an updated document display for requisitions, purchase orders and invoices that is designed to make the documents easier to use.

While all existing functionality remains the same, the new layout option allows for easier navigation that more closely matches other areas of the application.

The Updated layout contains all of the same information and functionality as the Classic layout:

• The Updated display contains a left navigation menu for accessing different areas of the document. The main menu items correlate with the main tabs in the Classic layout. Sub-menu items correlate with the sections configured in the document configuration.

• The Summary screen contains all sections from the document configuration as well. You can expand the section to view the information.

• In the Updated layout, high-level information important to the document is displayed above the left navigation menu so it is visible from anywhere in the document. This information may include supplier name, document status and document total.

• A View Related Documents link will display on each document. Clicking this link displays a list of other related documents. For example, clicking on this link on an invoice will display the related requisition and purchase order. You can view or print the documents directly from the display.
REQUISITION LAYOUT

“Old” Layout

“Updated” Layout

Available Actions: Add Comment

(Click the "*" to Expand or Collapse a section)
The following details are available on the Purchase Order Page:

- Summary
- General Information
- Billing/Payment
- Distribution Information
- Supplier Information
- Account Codes
- Taxes/Shipping & Handling
INVOICE LAYOUT

“Old” Layout

1. Invoice Number: XB000001
2. Supplier Invoice No.: 123456
   Supplier Name: Apple Computer Incorporated

“Updated” Layout

1. Invoice: XB000001
2. Supplier Invoice No.: 123456
   Supplier: Apple Computer Incorporated

   - Document Total: 378.00 USD
   - Status: Completed
   - View Related Documents

   - Attachment Overview
   - Comments
   - Approvals
   - Matching

Summary

- General
- Addresses
- Note/Attachments
- Payment Information
- Discount, Tax, Shipping & Handling
- Codes
- Lines

3. Available Actions: Mark as In Process
   - Document Actions
   - History
   - Expand All
   - Collapse All
   - Copy to new invoice
   - Add Notes to History