ACCESSING THE SYSTEM...

1. Open your web browser. Supported browsers listed below:
   - PC's: IE5.01
   - Go to http://solutions.scquest.com/Pace.

2. Enter your User ID and Password, then click the button. Please register if you do not have a User ID set up.

SHOPPING FOR ITEMS...

There are six different ways to locate and add products to your shopping cart:

1. Advanced Search
   - Advanced Search can be accessed from the home page or the Search Tools navigation tab. Advanced Search provides the most extensive, flexible search available through HigherMarkets. To use this tool, select the search vertical and enter the criteria for the catalog search, then click the button to display the results.

2. Quick Order
   - Quick Order can be accessed from the home page or the Search Tools navigation tab. From the Quick Order tab, enter a Catalog or SKU # to add to your cart. If an exact match is found, the product will automatically be added to your cart. If a partial catalog number is entered or more than one match is found, the potential items display in search results.

3. Favorites
   - Favorites can be accessed from your home page, the Search Tools navigation tab, or the my favorites navigation tab. Favorites are used to maintain and order frequently purchased items from the user or the university.

4. Browse by Supplier
   - Browse by Supplier lets you shop for items from specific suppliers with hosted catalogs. Click on a supplier name to view the list of categories and items available from the supplier.

5. Browse by Category
   - Browse by Category lets you shop for specific types of items, such as computer equipment, lab equipment, and more. Use the category drill-down to search for items. To open a category, click the to the left of the category name. Sub-categories and items to view will display. To view items in the search results, click the link to the right of the category name.

6. Office/Computer Punchout
   - Available punchout catalogs display below the Office Computer Punchout header. By clicking on the supplier icon (Dell for example), you can shop directly from the supplier’s website and submit items into HigherMarkets.

NON CATALOG FORM

The Non Catalog Form is used to place orders for items not available through hosted or punchout catalogs. To add a non-catalog item to your shopping cart:

1. The system will verify the catalog number for the item does not exist, then you will enter the item information, including supplier, price, and quantity. Once you have finished entering this information, select Add to Cart, then click the button.

Notes

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MY FAVORITES
Track and resubmit frequently ordered products by adding products to your favorites list:

**Adding items to your Favorites**
Items can be added to your favorites list from the Search Results or Confirm Order screens. To add an item as a favorite:

1. Select the item to add by clicking on the Select checkbox from the right-hand column on the screen.
2. Select Add to Favorites from the list box above, and click Go.
3. When the pop-up window displays, select the destination folder, rename the item or quantity if desired, and click Submit.

**Managing your Favorites**
You can organize your favorites using folders, delete unwanted favorites, move and copy favorites, and more. To manage your favorites items:

1. Select the my favorites navigation bar at the top of the HigherMarkets window.
2. Click the Edit Folders tab to create sub-folders, edit existing favorites, move and copy favorites, and delete favorites.

**Adding Favorites to your Shopping Cart**
Favorites are available from the Favorites tab or through the my favorites navigation bar. Adding favorites items to your cart from the home page:

1. Select the appropriate folder where the item(s) reside and the favorite items will display in the box.
2. Select the item(s) to add to your cart, then click the Add to Cart button. To select multiple items simultaneously, use the Shift or Ctrl key in combination with your left mouse button. Selected items are highlighted in blue.

To remove a product from your shopping cart, select the item(s) to remove, select Remove Selected Item(s) from the list box, and click Go.

ORDER HISTORY
Order History provides a history of requisitions and purchase orders previously processed. You can view details such as approval history, reorder items from a previously placed order, and more. To access this function, select the purchasing activities navigation tab, select Order History from the left column, and select the PO or PR Search button.

PLACING AN ORDER
From the purchasing activities window, you can view the different steps required to process a requisition. Below are high-level instructions on how items are ordered and how a requisition is placed for approval:

As items are selected for purchase they will display in your shopping cart. To access your shopping cart, click the shopping cart in the upper right-hand corner of the screen or click the orders navigation tab to open the current cart.

From the Edit Cart/Save Updates window, you will see all of the items you have selected in your cart. From this window, you can remove items, change quantity, update header information for the order, and rename the shopping cart (requisition).

From the Confirm Order window, you will see details about each line item in the cart. From this window, you define delivery and billing information, supplier information, and more on a per-line item basis. Note: Items requiring attention will be highlighted in yellow. Click the Approvals button to see the workflow process that the requisition requires. Note: Workflow processing can vary between requisitions.

Click the Place Order button to submit the order or requisition. If workflow is required for the requisition, approvals will be required before a Purchase Order is generated.