MARKETPLACE 15.1 RELEASE/UPGRADE NOTES

IN PRODUCTION STARTING MARCH 30, 2015

New Features Snapshot

Feature name/description	Impacted Users	Brief Description of Feature
Introduction of Shopping Dashboards	End users, Admins	Shopping Dashboards allow you to customize and combine the content that users can view.
Shopping Favorites User Interface Updates	End users	The interface for Favorites management has been updated.
Ability to Search Shopping Favorites in Favorites Management	End users, Admins	Users now have the ability to search Favorites and Favorite folders in Favorites Management.
Ability to Import and Export Shopping Favorites	End users	As of 15.1, you have the ability to import and export shopping favorites.
Supplier Former Name	End users, Admins	If a vendor had a former name, you can now view it as part of the supplier profile
Ability to View Draft Cart History	End users	In 15.1, users with permission to view other user's draft carts are now able to view the draft cart history.

SHOPPING ENHANCEMENTS

Introduction of Shopping Dashboards

SciQuest, the vendor who makes MarketPlace, is introducing the ability to create configurable Dashboards. Dashboards allow you to customize and combine the content that you can view. By using the new configurable dashboards, you can emphasize important tasks and reduce the amount of time it takes to search for features in the menus. Everyday functions such as Product Search, Document Search and Product Showcases (showcased suppliers, forms and favorites that are configured on the Manage Shopping Showcase) can be included on a dashboard, allowing you to access all of these from one location. In addition, you can include the Organization Message or other free-from text, allowing the dashboard to be a true customized page. Additionally, users with the Set My Home Page permission will be able to set a dashboard as their home page. Administrators can make the dashboard specific to a role or business unit.
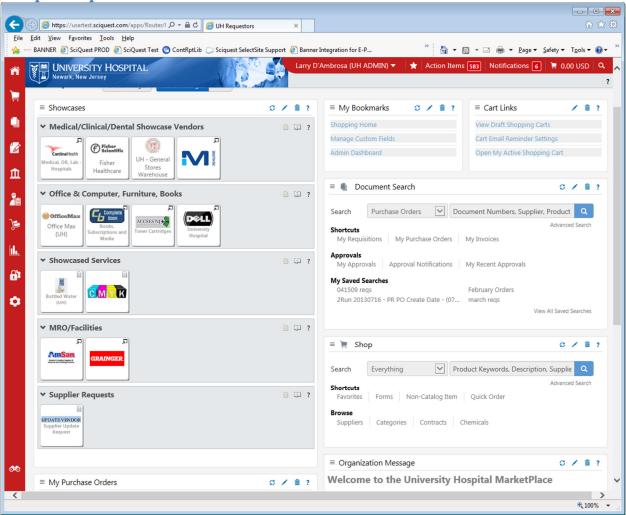
Key points of Feature

- Organization Dashboards: MarketPlace administrators will set up dashboards on the organization level. Organization dashboards are then accessible by the end users based on role and business unit (UH). [Please note that access to items on a Dashboard may be

limited based on your security permissions.]

- Personal Dashboards: End-users, upon request, will be able to create personal dashboards. A personal dashboard can be seen and accessed only by the user who created it. As with organization dashboards, the available functions vary based on permissions. Users must request permission to create their own dashboard. Support for user-created dashboards will *not* be available.

- Widgets are the actual content included in the dashboard. For example, an organization message is included in the dashboard by adding a Organization Message Widget. Showcases are included by adding a Showcase widget and selecting one or more widgets to display to your users. Other available widgets include Document Search, Product Search, Quick Links (well over 100 hundred actions), Bookmarks, My Requisitions, My Purchase Orders and Draft Carts.

- Users with the Set My Home Page permission can set a dashboard as their home page.

Sample Requestor Dashboard:

Shopping Favorites User Interface Updates

Shopping Favorites allow requestors to store frequently shopped items, eliminating the need to search or manually create the items each time. In 15.1, the interface for Favorites management has been updated. Previously, most actions were accessed through a series of buttons or links. The updated interface put the actions in more intuitive drop-down menus. For example, the Edit, Move, Copy, and Delete actions were previously separate links; however, in 15.1, those actions are accessible from the Available Actions drop-down menu. In addition, required fields will be marked with an asterisk (*) instead of simply displaying in bold.

Key points of Feature

- This feature is On by default.
- The user interface has been updated to match the look and feel of other areas in the application. Key updates include:
  - New drop-down menu for creating new favorites folders.
  - Required fields marked with an * for easier identification.
  - Updated layouts to pop-up windows for actions such as creating new favorites folders. Layouts are more intuitive and contain better instruction for configuring the action.
  - Ability to perform actions on multiple favorites and favorites folders.
  - New success messages when actions are completed.
  - A Display Items no Longer Available checkbox has been added to the folders. Check this option to allow the folder to display items that are marked for deletion, disabled, inactive, etc. from view. The checkbox is unchecked by default, but once checked, it will apply to that specific l personal or shared folder.

Ability to Search Shopping Favorites in Favorites Management

As of 15.1, users now have the ability to search Favorites and Favorite folders in Favorites Management. This is useful when there are many favorites or folders. Users with permission to view and use personal favorites are able to search for personal folders and favorites inside those folders. Users with permission to view shared folders or who have access to a specific shared folder are able to search on those folders and favorites. Clicking on an item in the search results will take the user directly to that favorite or folder.

Key points of Feature

- This feature is On by default.
- A new Search button is available on the Favorites management screen. Clicking on the button brings up a search window. Search terms can be entered in the window and the application searches the favorites and folders for matches.
- The search results display folder matches first, then item matches.
- Clicking on an item in the search results will take the user directly to the favorite or folder.

Ability to Import and Export Shopping Favorites

As of 15.1, you have the ability to import and export shopping favorites. Favorites import/export functions works similarly to import/export functionality elsewhere in the system. Records export to an MS Excel file. Users only have the ability to import or export personal favorites. Please make a request to the system administrators to have the export favorites permission added to your profile.

Key points of Feature

- This feature is Off by default.
- Users with the View/Use Personal Favorites permission can import/export personal favorites. Only users with the new permission can import/export shared favorites.
- A new Import and Export button is available in Favorites management. Clicking on the button displays the import and export options. The available import and export options will depend on your permissions. You can also download an import template from the menu.
- Exported records are captured in an MS Excel file. Records can be updated in the exported file and reimported into the application. You can use the template to import new favorites records in bulk.
- Important: Only folders, hosted catalog items and Item Master items can be imported or exported.

Supplier Former Name

Two years ago, MarketPlace added a "Doing Business As" field. In this release, we are also adding a "Supplier Former name" field. This should help keep track of vendors that were purchased by a different vendor, or have had their name changed.

Key points of Feature

- This feature is On by default.
- Users do not have to do anything. MarketPlace administrators will update the supplier records based on information given to them by the vendor, or by users.
- The vendor will display in search results if the name is in the Supplier Name, Doing Business As, or Former Name fields.

Ability to View Draft Cart History

Currently, administrators have permission to view another user's draft carts, but did not have access to the cart history. In 15.1, administrators will be able to view other user's draft carts, including draft cart history, which should assist in troubleshooting.

Key points of Feature

- This feature is On by default.
- This permission only relates to administrators, but should assist in problem resolution.