

## User Glossary

**Activity String:** The first 10 digits of the 17 digit Account Code. This code determines where an item will be charged and who will need to approve it, while the last seven digits identify the purpose (or Object) of the expenditure.

**Approver:** Someone in Seattle University with the responsibility of reviewing and approving items that others want to purchase. This individual is part of the Organizational Hierarchy. Once a Requisition is approved, a Purchase Order is automatically generated and sent to the vendor.

**Cart:** Accessible in the upper right corner of the ProcureSU website, the Shopping Cart contains those items selected for purchase and can contain items from multiple vendors. It must be submitted and "assigned" to a Requisitioner (and Approver) before a Purchase Order is created.

**Commodity Code:** An alphanumeric code used to classify goods and services. Commodity Codes are used within ProcureSU, to establish taxability, determine approval routing and for analytic purposes.

**Cost Receipt:** A way to receive services by entering a dollar amount receipt, typically the invoice amount, for a service provided to SU (in contrast to a Quantity Receipt); used in conjunction with the Declining Balance PO form.

**Hosted Catalog:** A catalog that is maintained on the ProcureSU website and which contains prices that the vendor agrees to remain static for a minimum of 3 months time. This online catalog is accessed when using the **Shop Bar** (see below) or opening tiles in the **Hosted Catalog** area of the **Shop** section of the Home page.

**Jaggaer:** The software company that acquired SciQuest which created the ProcureSU platform, Seattle University's eProcurement solution.

**LivePrice:** This is viewable only on limited amount of punch out catalogs. It allows users to check in real-time the price for a Punchout Catalog item. Indicated by a "**price tag**" icon.

**Object Code:** The last seven digits of the 17-digit Account Code. This code identifies the purpose (or "what") of the expenditure.

**Punch-out:** A shopping option provided in ProcureSU that allows vendors to maintain their own web-based catalog. Items selected from a Punch-out Catalog will be returned to a Shopper's Cart in ProcureSU with current vendor pricing.

**Purchase Order:** A legal document placing an order to a vendor for a product or service based on the details specified in the approved Purchase Requisition form. A newly opened PO creates an encumbrance on the Activity String budget in Colleague XE. More information can be found on the Procurement Services website: [www.seattleu.edu/procurement](http://www.seattleu.edu/procurement).

**Quantity Receipt:** A way to receive good and often services by entering a quantity of actual product/service received. The way goods are received in ProcureSU. Please note that quantities must be in whole numbers.

**Quick Search Bar:** The search area in the top menu used to quickly locate Requisitions, Purchase Orders and Invoices.

**Receiver:** The role of entering into ProcureSU receipt of good and services. Any SU Shopper can receive a good or service and log the Receipt into ProcureSU.

**Requisition:** A request to purchase a good or service.

**Requisitioner:** SU Faculty or Staff in the role of Activity Manager, Finance Manager or assigned the responsibility by their Major Finance Manager. The Requisitioner has attended training to get the necessary permissions to turn a Cart into a Requisition. This process includes attributing the correct Account Codes and, when necessary, Commodity, Budget Override and Project Codes.

**Sciquest:** The name of Jaggaer's predecessor firm.

**Shop Bar:** The search area in the Shop section of the Home page that allows users to search multiple hosted and limited punch out catalogs in one place.

**Shopper:** All SU Faculty or Staff have shops for good/services that they would like to purchase for their Activity Center. The Shopper then assigns the Cart to a Requisitioner who applies the correct Account Codes to the goods or services. The Shopper cannot apply an Account Codes to a Requisition.

**Stacked Approval:** When a Requisition is simultaneously sent to more than one Approvers for multiple Activity Strings.

**SU Catalogs and Forms:** On the ProcureSU website, this is a collection of tiles that represent vendors who provide SU special pricing and terms. This area also includes SU Request Forms.

**Smartfind:** Level II Punch-out is an enhancement that allows users to search Punch-out items along with Hosted Catalog items. A link (**Order from Vendor**) is provided that takes users to the appropriate Punch-out site for pricing.

**Three-way Match:** The process in which ProcureSU, automatically matches the Purchase Order, Receipt of Goods/Services and the Invoice. Before payment is issued to a vendor, the amounts on three documents must agree exactly.