



**buy<sup>2</sup>pay**

# What's Changing?

*21.2 release - 7.26.21*

# Release Highlights

On Monday, July 26, you will notice some changes in Buy-to-Pay due to the 21.2 Release. These changes include a full-width responsive layout that adjusts to the width of your screen and a consistent toolbar across all documents. The only notable change to functionality is a new feature related to the Change Request process.

## **B2P Previews:**

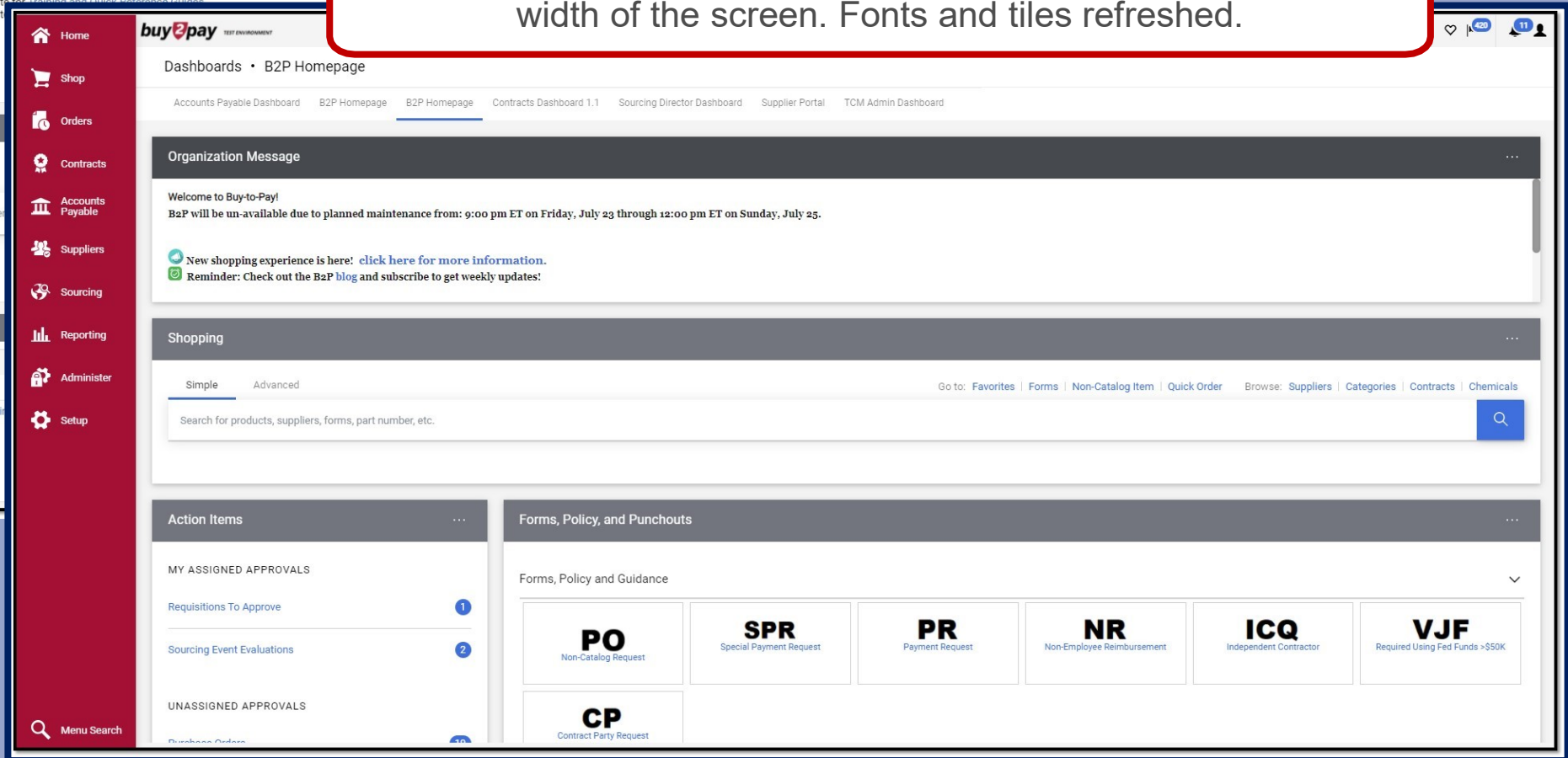
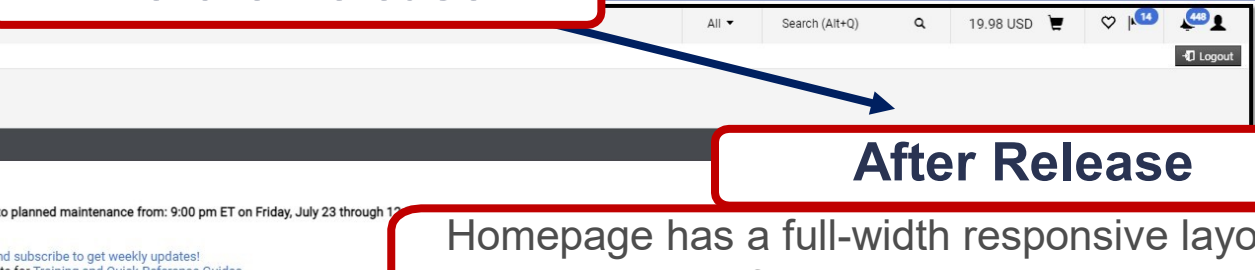
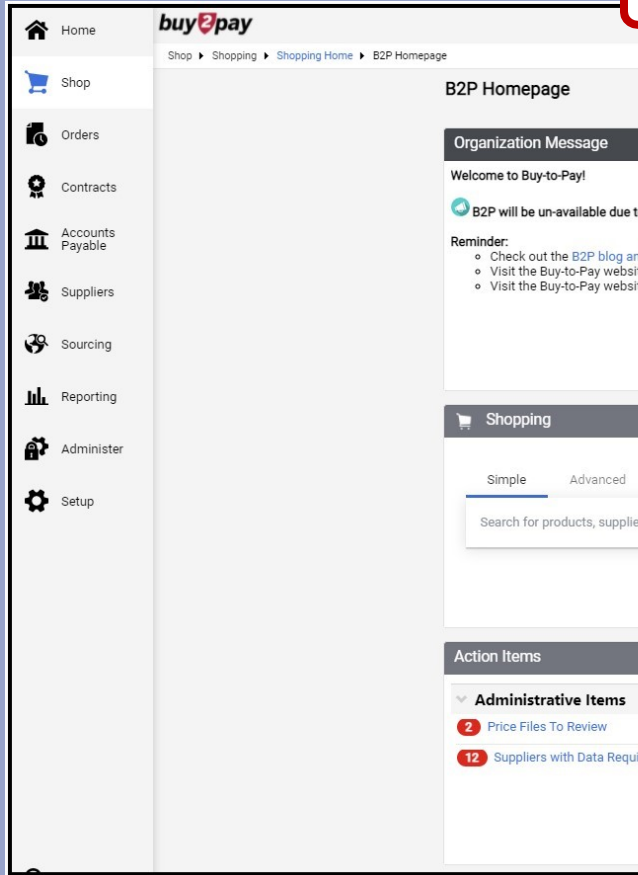
- Homepage
- Shopping Cart
- Requisition - Checkout
- Requisition – Approver view
- Change Request

# Homepage

Before Release

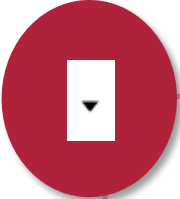
After Release

Homepage has a full-width responsive layout that adjusts to the width of the screen. Fonts and tiles refreshed.



# Basics

Consistent tool bar across all documents.



Menu options now located next to document number.

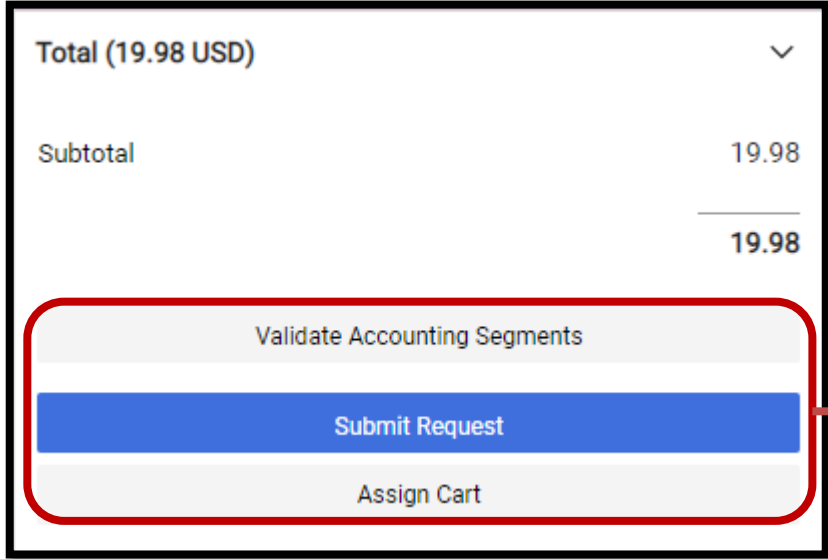


Click to **toggle** side bar open and closed.



New categories added to the filter drop-down.

Action buttons moved from sidebar to top menu.



# Shopping Cart View

Before Release

buy2pay Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name: 2021-05-21 41469595 01

Requisition Description or Business Purpose

Standing Amount Based PO

Details	
For	Teresa Frost
Estimate (19.98 USD)	
Subtotal	19.98
Total	19.98 USD

Proceed To Checkout

Assign Cart

After Release

buy2pay TEST ENVIRONMENT Shopping Cart • Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name: 2021-07-19 41469595 01

Requisition Description or Business Purpose

Details	
For	Teresa Frost
Estimate (100.00 USD)	
Subtotal	100.00
Total	100.00 USD

Assign Cart

Proceed To Checkout

Use toggle to open/close the side bar

# Requisition – Check Out View

## Before Release

buy2pay

Requisition: 144346808

Summary PO Preview Comments Attachments History

**General**

Cart Name	2021-05-21 41469595 01
Accounting Date	no value
Prepared by	Teresa Frost
Prepared for	Teresa Frost
Optional Search Field	no value
Requisition Description or Business Purpose	no value

**Ship to & Bill to**

PO Comments [Add](#)

**Ship To**

ATTN Name/Department Teresa Frost  
Building/Room  
1033 Massachusetts Ave  
Cambridge, MA 02138-0000  
United States

**Draft**

Total (19.98 USD)

Subtotal 19.98

19.98

Validate Accounting Segments

[Submit Request](#)

Assign Cart

## After Release

buy2pay TEST ENVIRONMENT

Requisition • 3296428

Summary PO Preview Comments Attachments 1 History

**General**

Cart Name	2021-07-19 41469595 01
Accounting Date	no value
Prepared by	Teresa Frost
Prepared for	Teresa Frost

**Ship to & Bill to**

PO Comments [Add](#)

**Ship To**

ATTN Name/Department Teresa Frost  
Building/Room  
1033 Massachusetts Ave  
Cambridge, MA 02138-0000  
United States

**Draft**

Total (100.00 USD)

Subtotal 100.00

100.00

Validate Accounting Segments

Assign Cart

[Submit Request](#)

**FILTER VIEW**

- ✓ View All
- View Line Items Only
- View General Only
- View Ship to & Bill to Only
- View Accounting Codes Only
- View Internal Notes and Attachments Only
- View External Notes and Attachments Only
- View Special Handling & AP Only
- View Ad Hoc Approver Only

Use toggle to open/close the side bar

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# Requisition – Approver View

## Before Release

Requisition 132894711

- Approve/Complete Step
- Place on Hold
- Return to Requestor
- Forward to ...
- Copy to New Cart
- Add Comment
- Add Notes to History
- Reject Requisition
- View My Orders (Last 90 Days)

Pending	
Total (12.94 USD)	
Subtotal	12.94
	12.94

Approve

Reject

## After Release

Requisition 3272202

Use toggle to open/close the side bar

FILTER VIEW

- ✓ View All
- View Line Items Only
- View General Only
- View Ship to & Bill to Only
- View Accounting Codes Only
- View Internal Notes and Attachments Only
- View External Notes and Attachments Only
- View Special Handling & AP Only
- View Ad Hoc Approver Only

Pending	
Total (17,017.20 USD)	
Subtotal	17,017.20
	17,017.20

Approve

**i** Buttons and options may vary but will always be located here. Ex: Adhoc approver

# Functionality Update: Change Request

*New* - A change request for a purchase order can now be created even if there is an existing change request in Draft or Returned status.

- A message will be displayed to indicate that the existing request will be canceled and cannot be reinstated.
- Message will ask if you would like to proceed with creating a new change request.
- If the user completes the change request creation process, a new change request is created. The change request that was in Draft or Returned status is canceled.
- This is updated in history.
- Once a change request is canceled, it cannot be reinstated.

