

## What's Changing?

21.2 release - 7.26.21

#### buy <mark>P</mark>pay

# **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:**

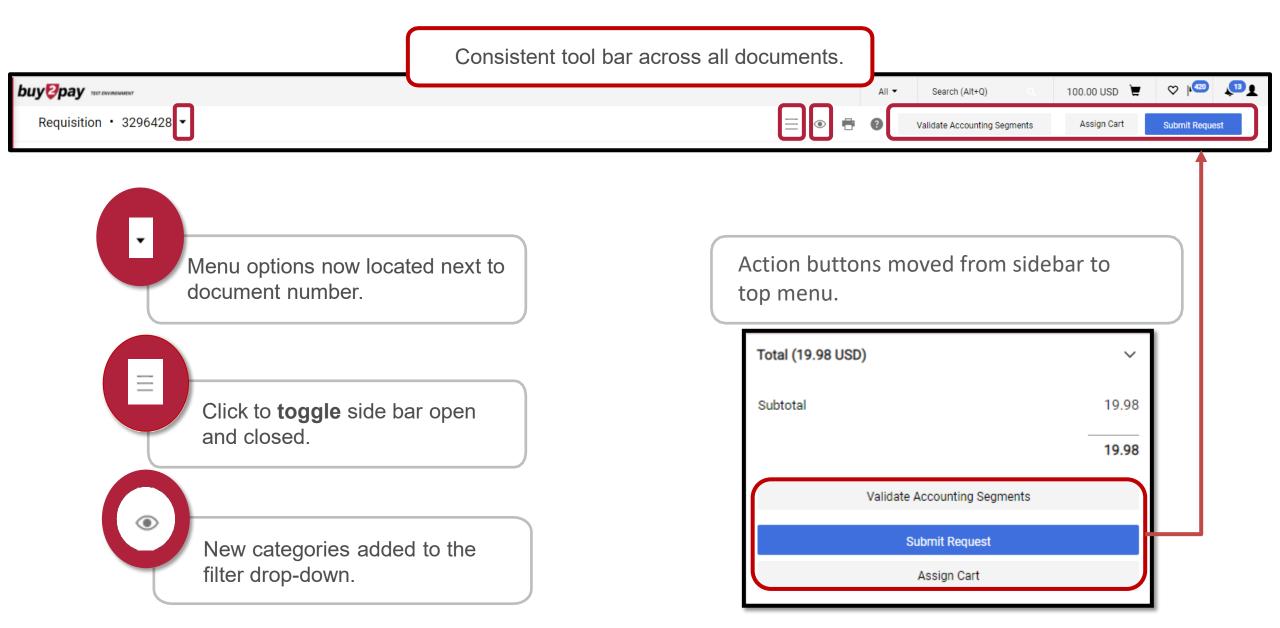
- Homepage
- Shopping Cart
- Requisition Checkout
- Requisition Approver view
- Change Request



#### Homepage

	Before Release	
Home buy pay	All ▼         Search (Alt+Q)         Q         19.98 USD         ▼         ♥         №	
Shop > Shopping > Shopping Hom		
	B2P Homepage	
Corders	Organization Message Welcome to Buy-to-Payt	
Contracts	B2P will be up-available due to planned maintenance from: 9:00 pm ET on Friday, July 23 through 12	
Accounts Payable	• Check out the B2P blog and subscribe to get weekly updates! Homepage has a full-width responsive layout that adjusts to the	
Suppliers	<ul> <li>Visit the Buy-to-Pay website</li> <li>Visit the Buy-to-Pay website</li> <li>Wisit the Buy-to-Pay website</li> <li>Wisit the Buy-to-Pay website</li> <li>Wisit the Buy-to-Pay website</li> </ul>	
Sourcing	Dashboards • B2P Homenage	÷ •
Juli Reporting	Accounts Payable Dashboard B2P Homepage B2P Homepage Contracts Dashboard 1.1 Sourcing Director Dashboard Supplier Portal TCM Admin Dashboard	
	Shopping Orders	
Administer	Simple Advanced Organization Message	
Setup	Search for products, supplier Payable B2P will be un-available due to planned maintenance from: 9:00 pm ET on Friday, July 23 through 12:00 pm ET on Sunday, July 25.	- 1
	Suppliers	
	<ul> <li>New shopping experience is here! click here for more information.</li> <li>Reminder: Check out the B2P blog and subscribe to get weekly updates!</li> <li>Sourcing</li> </ul>	
	Action Items	
	Action nemiss Action nemissing Shopping Shopping	
	Price Files To Review     Administer     Simple Advanced     Go to: Favorites   Forms   Non-Catalog Item   Quick Order Browse: Suppliers   Categories   Contracts   Cher	icals.
	12     Suppliers with Data Requit     Search for products, suppliers, forms, part number, etc.	۹
	Action Items ··· Forms, Policy, and Punchouts	
	MY ASSIGNED APPROVALS Forms, Policy and Guidance	~
	Requisitions To Approve 1 BOO SPR PR NR ICQ VJF	
	Sourcing Event Evaluations 2 POO Non-Catalog Request Special Payment Request Payment Request Non-Employee Relimbursement Line Payment Request Independent Contractor Required Using Fed Funds >S	OK
	What Signed APPROVALS Contract Party Request	

### **Basics**





# **Shopping Cart View**

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				Teresa Frost	
Cart Name 2021-05-21	41469595 01			Estimate (19.98 USD)	~
2021-0-21	41405050.01				19.98
Requisition Description or				Total	19.98 USD
Business Purpose				Proceed To Checkout	
Standing Amount Based PO				Assign Cart	
		After Release	All - Search	n (Alt+Q) 🔍 100.00 USD 📜 ♡	
Shopping Cart • Shopping Cart •				📃 💿 🖶 Assign Cart Procee	d To Checkout
Simple Advanced		Use toggle to open/	close the side bar	Details	~
Search for products, suppliers, forms, part numbe	ar ata		Q	For	
Search for products, suppliers, forms, part number	a, etc.		× .	Teresa Frost	
				Estimate (100.00 USD)	~
Cart Name 2021-07-19	41469595 01			Subtotal	100.00
Requisition Description or				Total	100.00 USD
Business Purpose					

## **Requisition – Check Out View**

			Before R	elease						
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Requisition - : 1	44346808								۰ =	• •
Summary PO Previe	w Comments Attachments Histo	bry								
General	ø ····	Ship to & Bill to	<i>"</i>			~		Draft		
Cart Name	2021-05-21 41469595 01	PO Comments Add					Total (19.98 USD)			~
Accounting Date	no value						Subtotal			19.98
Prepared by	Teresa Frost	Ship To							_	19.98
Prepared for	Teresa Frost	ATTN Name/Department Teresa Frost Building/Room	t				v	alidate Accounting Segm		15.50
Optional Search Field	no value	1033 Massachusetts Ave Cambridge, MA 02138-0000						Submit Request		
Requisition Description Business Purpose	or <b>no value</b>	United States						Assign Cart		٦J
		ſ								
			After Re	lease	All 🔻	Searc	ch (Alt+Q)	100.00 USD 崔	♡   ∞	
Requisition • 329	6428 -	Use	e toggle to open/close the	side bar 🗲 📃 💿	9	Validate A	Accounting Segments	Assign Cart	Submit Requ	juest
Summary PO Previe	ew Comments Attachments 1	listory		<b>_</b>						
				FILTER VIEW						
General	ø ····	Ship to & Bill to	ø · · · ·	<ul> <li>View All</li> <li>View Line Items Only</li> </ul>		~		Draft		
Cart Name	2021-07-19 41469595 01	PO Comments Add		View General Only			Total (100.00 USD)			~
Accounting Date	no value			View Ship to & Bill to Only View Accounting Codes Onl	,		Subtotal			100.00
Prepared by	Teresa Frost	Ship To		View Internal Notes and Atta	achments Only				_	100.00
Prepared for	Teresa Frost	ATTN Name/Department Teresa Frost	t	View External Notes and Att View Special Handling & AP						
				View Ad Hoc Approver Only	· •					

buy <mark>P</mark>pay

## **Requisition – Approver View**

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equisition - 132894711						💿 🖶 🗿 1 of 1 Re	esults ▼ 〈 〉	
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Return to Requestor	n resubmitted					Pending	_	
Forward to	<b>P</b>	Ship to & Bill to			Total	(12.94 USD)	~	
Copy to New Cart	· · · · ·				Subto	tal	12.94	
Add Comment	Daniel Holabaugh)	P0 Comments					12.94	
Add Notes to History Reject Requisition	PM	Ship To				Approve		
Reject Requisition	65799 01	ATTN Name/Department Amy Lester				Reject		
View My Orders (Last 90 Days)	)	Building/Room 46 Blackstone St						
					what	s next?	~	1
Bronarad by Amy Lasta	лг.	Cambridge, MA 02139-0000	After Re	lease				
equisition • 3272202 •				to open/close the side bar	-==•	1 🕢 1 of 1 Results 👻 🤇	> Approve +	1
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equisition • 3272202 • Summary PO Preview Comments General Status Pending Level 4 Approx Submitted 5/24/2021 1	Attactments  Histor	7 Ship to & Bill to PO Comments Ship To	Use toggle	to open/close the side bar	Totel (1 Gubtota	Pending 7,017.20 USD)	× 17,017.20	options may vary but will always bo located here. Ex:

buy <mark>2</mark>pay

### 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.

#### Create Change Request

This purchase order has a Change Request in Draft or Returned status. If a new Change Request is created, the existing Draft/Returned request will be Cancelled and cannot be reinstated. Click Next to continue with the creation of a new Change Request and the cancellation of the existing Draft/Returned request. If you do not wish to continue, click Close.



Next

Close

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