UNIVERSITY OF DELAWARE EXCHANGE

UDX Changes in 23.2 Release

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23.2 Release Changes

- Jaggaer, the host of UD Exchange, releases three annual updates to their software.
- Update releases happen first in the UDX Test site for review and validation, and then take place in the UDX Live Production site a few weeks later.
- Release dates are marked on the Procurement Events calendar on our website.
- The following slides describe the updates for the 23.2 release.
- Updates released to the UDX Test site on Sunday, June 18, and will release to the UDX Production site on Sunday, July 16.
- **Please note that UD Exchange will be unavailable beginning at 8 PM on Friday, July 14 while the update is being deployed.**
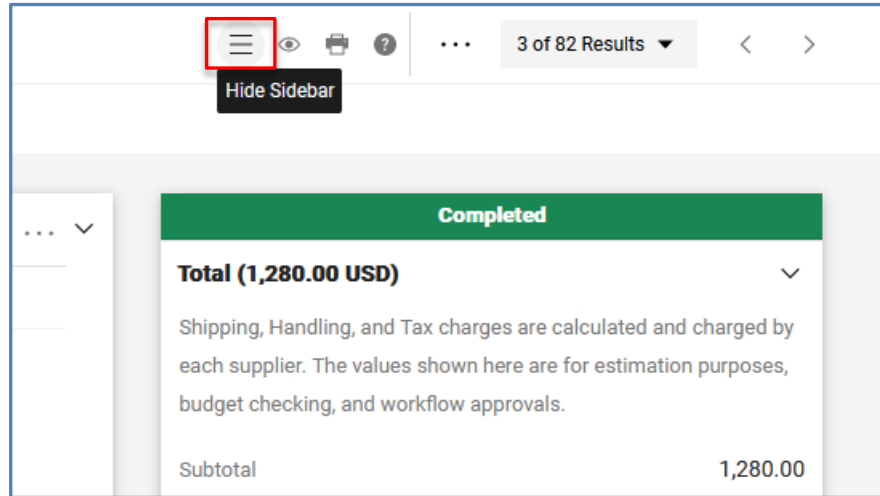
Cosmetic Changes

The following changes relate to the user experience and layout in UDX.
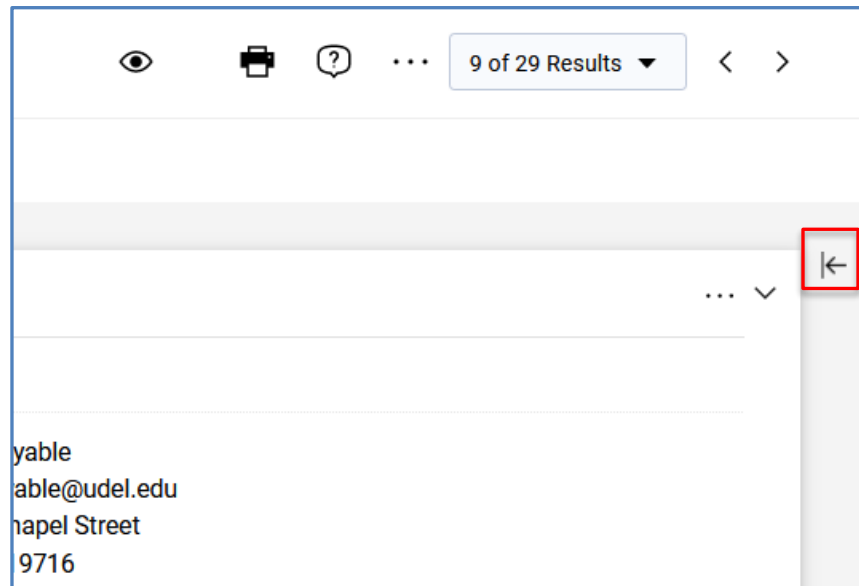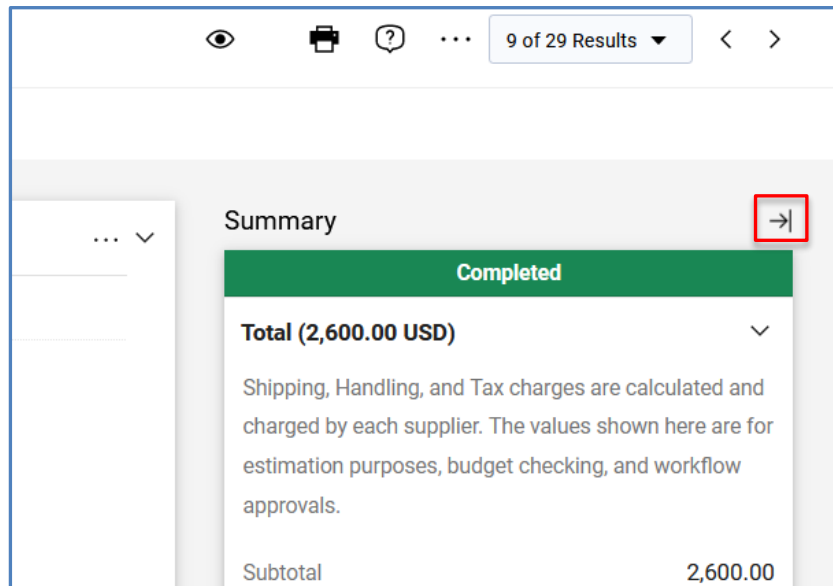
Currently, Show/Hide sidebar is available from the "hamburger" menu at the top of the page.

With the new release, this will change to a "sidebar display" arrow icon to the right of the sidebar.

Shopping Cart Changes

A new warning is enabled in the sidebar if another Shopper in your department has ordered the **same item** from the **same supplier** in the **past seven (7) days**.

Purchase Order • Dell Marketing L.P. • UDST001183 Revision 0

1 of 1 Results

Status | Summary | Revisions 1 | Confirmations | Shipments | Change Requests | Receipts | Vouchers | Comments | Attachments | History

General Information

PO/Reference No.	UDST001183
Revision No.	0
Supplier Name	Dell Marketing L.P.
Purchase Order Date	6/27/2023
Total	242.99
Owner Name	Rachel Requester
Owner Department	PHOTOGRAPHIC SERVICES (07205)
Owner Phone	
Owner Email	ud-mart@udel.edu
Requisition Number	3804049 view	print

Document Status

PO Status	Open
Workflow	✓ Completed (6/27/2023 4:15 PM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view

Rachel works in Photographic Services and submitted an order for a Dell printer on June 27.

Integration	
Distribution Date/Time	6/27/2023 4:15 PM
Supplier	Sent To Supplier

Summary

Completed

Details

Supplier Status

Sent To Supplier

Supplier

Dell Marketing L.P.

Total (242.99 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	242.99
	242.99

Related Documents

Requisition: 3804049

What's next?

Line Details

	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Epson PM-400 Inkjet Printer - Photo Wi-Fi	AA849243	EA	242.99	1 EA	242.99

UNIVERSITY of DELAWARE EXCHANGE

242.99 USD

Assign Cart | Place Order

Requisition • 3364345

Summary | PO Preview

The next day, Sam Shopper asked Richard Requester to place an order for a Dell printer that is the same model that Rachel ordered.

Sam Shopper and Richard Requester will see a **duplicate warning** on their draft requisition because Sam and *Rachel* are in the same department.

Sam and Richard can click the blue warning link for details.

General

Cart Name	printer
Description	no value
Priority	Normal
Prepared by	Richard Requester
Prepared for	Sam Shopper
Department	PHOTOGRAPHIC SERVICES (07205)
Ad-Hoc Approver	Select
Multi-Invoice/Payment	✕

Shipping address code

Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716
United States

University of Delaware
Attn: Sam Shopper
Room: Cashier's Office
30 LOVETT AVENUE
STUDENT SERVICES BUILDING
Newark, DE 19716
United States

Billing Options

Purchasing Business Unit	UOD01
	UNIVERSITY OF DELAWARE

Draft

of these issues.
review and proceed.

Empty: Internal Note/Business Justification

⚠ **Potential item duplicates**
You may review and proceed.

Potential Duplicates: Line 1

Total (242.99 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	242.99
	242.99

What's next for my order?

Next Step	COA Approver
Approver	McLaughlin, Cynthia

Internal Fields

Buyer Information

Accounting Codes

Internal Notes and Attachments | External Notes and Attachments

Potential Duplicate Items

Epson PM-400 Inkjet Printer - Photo Wi-Fi

Requisition Number	Requisition Status	Submitted Date	Submitted By	User Email	Line Number	Manufacturer Part No.	Quantity	Unit Price
3804049	Completed	6/27/2023 9:59:01 AM	Rachel Requester	ud-mart@udel.edu	1	C11CE84201	1.0 EA	242.99 USD

Clicking on the Potential Duplicates warning link provides detail about the previous order containing with the *potentially* duplicated item.

Please Note:

- The warning will show if the same item has been ordered from the same supplier in the past seven days, **even if the previously placed order is not yet complete**.

- If the Shopper assigns their cart to a Requester in another department, the Requester will still be able to see the potential duplicate warning.

- *However*, clicking the link will *only* return results if that Requester has the Shopper's HR department in their UDX access (visibility) list.

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UNIVERSITY of DELAWARE EXCHANGE   TEST SITE

All   Search (Alt+Q)   242.99 USD

Requisition • 3364345

Summary   PO Preview   Comments   Attachments   History

General

Cart Name	printer
Description	no value
Priority	Normal
Prepared by	Richard Requester
Prepared for	Sam Shopper
Department	PHOTOGRAPHIC SERVICES (07205)
Ad-Hoc Approver	Select
Multi-Invoice/Payment	✕

University of Delaware
Attn: Sam Shopper
Room: Cashier's Office
30 LOVETT AVENUE
STUDENT SERVICES BUILDING
Newark, DE 19716
United States

222 South Chapel Street
Newark, DE 19716
United States

Billing Options

| Purchasing Business Unit | UOD01 UNIVERSITY OF DELAWARE |

The warning only shows in the **cart/*draft* requisition**, so only the Shopper and/or the Requester will see the warning. The warning will not be visible to Approvers.

The warning is based on the "Prepared For" user's department, so UDX users in other departments ordering the same item will *not* see a warning.

Internal Fields

Buyer Information

Accounting Codes

Internal Notes and Attachments   External Notes and Attachments

Summary

Draft

⚠ Be aware of these issues.
You may review and proceed.

Empty: Internal Note/Business Justification

⚠ Potential item duplicates
You may review and proceed.

Potential Duplicates: Line 1

Total (242.99 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

| Subtotal | 242.99 |
| | 242.99 |

What's next for my order?

| Next Step | COA Approver |
| Approver | McLaughlin, Cynthia |

Assign Cart   Place Order

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Approval Changes

Ad-Hoc Approvers can now be added *prior* to a requisition being submitted into approval workflow.

Requisition • 3357030

Assign Cart   Place Order

Summary   PO Preview   Comments   Attachments   History

General

Cart Name	Janitorial Items - Hosted
Description	no value
Priority	Normal
Prepared by	Richard Requester
Prepared for	Sam Shopper
Department	CASHIER'S OFFIC
Ad-Hoc Approver	Select
Multi-Invoice/Payment	✕

Internal Fields

Buyer Information

Accounting Codes

Internal Notes and Attachments

External Notes and Attachments

Shipping

Ship To

Shipping address code   NE64

University of Delaware

Billing

Bill To

Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716

Sam Shopper asked Richard Requester to order some janitorial supplies.

Richard knows that Alice Approver wants to sign off on these types of orders.

Before he submits the requisition, he can add Alice to the approval workflow by clicking the blue Select link next to Ad-Hoc Approver in the General section of the Summary tab.

Summary

Draft

⚠ **Be aware of these issues.**
You may review and proceed.

Empty: Internal Note/Business Justification

Total (156.23 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	156.23
	156.23

What's next for my order?

Next Step	COA Approver
Approver	Fetcho, Elizabeth

Workflow

● **Draft**
Active
Richard Requester
On behalf of: Sam Shopper

○ **PR Validation**
Future

○ **COA Approver**
Future

12 Items

PHILIP ROSENAU COMPANY INC · 12 Items · 156.23 USD

SUPPLIER DETAILS   MAIN : 750 JACKSONVILLE ROAD, C5000, WARMINSTER...

Contract   no value   PO Number   To Be Assigned

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Richard must choose where in workflow he wants Alice to approve.

NOTE: If you choose the Ad-Hoc approver placement after Submission, this step will precede PR Validation and other automated steps designed to return an incorrectly submitted requisition.

After choosing the workflow step, he uses the magnifying glass to find and select Alice and is prompted to add a comment.

Requisition • 3357030

Summary | PO Preview | Comments **1** | Attachments | History

Approve/Complete Step | 1 of 1 Results

General

Status	🔄 Pending
	Ad-hoc 1 (Alice Approver)
Submitted	6/27/2023 5:21 PM
Cart Name	Janitorial Items - Hosted
Description	no value
Priority	Normal
Prepared by	Richard Requester
Prepared for	Sam Shopper
Department	CASHIER'S OFFICE (04602)
Ad-Hoc Approver	Select
Multi-Invoice/Payment	✕

Shipping

Ship To

Shipping address code	NE64

University of Delaware
Attn: Sam Shopper
Room: Cashier's Office
30 LOVETT AVENUE
STUDENT SERVICES BUILDING
Newark, DE 19716
United States

Billing

Bill To

Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716
United States

Billing Options

Purchasing Business Unit	UOD01
	UNIVERSITY OF DELAWARE

Internal Fields

UD Internal Fields

eBuilder Process Instance	no value
Technology Request #	no value
Waiver of Bid	✕

Buyer Information

Summary

Pending

Total (156.23 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	156.23
	156.23

What's next?

Workflow

Richard Requester
On behalf of: Sam Shopper

Ad-hoc 1
Active
👤 Alice Approver

PR Validation
Future

COA Approver
Future

PR Validation 2
Future

When Alice approves, she will also have the option to add another ad-hoc approver.

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On larger orders with complex workflow, there are additional workflow options.

Beta Changes

The following slides describe future changes in development that are currently ***optional*** for users to try, and will be implemented to all UDX users in some form in a future release.

Search

Enter search terms such as Legal Company Name or Supplier ID.

Go   Advanced search

Wherever Beta access to new features is available, this icon will show in the bottom right of the screen.

Suppliers ▸ Manage Suppliers ▸ Search for a Supplier

Search [   ] Go   Advanced search

Enter search terms such as Legal Company Name or Supplier ID.

Click the icon to expand to display your options.

Choose New Search or Classic Search.

Click **Save**.

Would you like to try out our new search experience?. You can switch as often as you like.

◉ New search
○ Classic search

SAVE   CANCEL

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TEST SITE

All ▾   Search (Alt+Q)   10,293.84 USD

Search Suppliers

Save As ▾   Pin Filters ▾   ⓘ What's beta?   ⓘ Got Feedback?   Export All ▾

Quick Filters   My Searches

Relationship: In Network ▾   Last Modified: Last 90 days ▾   Quick search   Add Filter ▾   ☐ Organizational Nodes

Clear All Filters

Approved By

Gonzalez, William   3
Brown, Bridget   1
Hughes, Julie   1
Ferguson, Denice   1
Watts, Amy   1

❖ See More   Show More

Brand

No Brand   19

Commodity Code

No Commodity Code   19

Contract Party Type

Supplier   18

Country of Origin

United States   4
China   2
France   2
Albania   1

1-19 of 19 Results   20 Per Page ▾

☐	Company Name ▲	Last Modified	Supplier Number	Registration Status	Registration Type	Registration Date	Supplier Type	Duns Number	Diversity Classification
☐	BACHETTI BROTHERS OF KIRKWOOD	6/23/2023 11:37:49 AM	0000019021	In Progress	Full Supplier Registration	6/22/2023	Non-Catalog	–	Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)
☐	Backbone Interconnect LLC	5/23/2023 9:47:47 AM	0000046591	Approved	Full Supplier Registration	5/23/2023	Non-Catalog	–	None (None)

The screen will refresh to display either the New Search or Classic Search option, depending on your choice.

Note that eventually the New Search option will be the *only* option available.

Until that time, the icon will remain to provide you the option to return to the Classic Search option.

| ☐ | ...RECHERCHE SCIENTIFIQUE | 7:23:31 PM | | | Registration | | | – | Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify) |
| ☐ | ELVESYS | 4/24/2023 | F003854 | None | Full Supplier | – | Non-Catalog | – | Does Not Qualify as a Small |

UNIVERSITY OF DELAWARE EXCHANGE | TEST SITE

All ▾   Search (Alt+Q)   10,293.84 USD

≡ **Search Suppliers**   beta

Save As ▾   Pin Filters ▾   What's beta?   Got Feedback?   **Export All** ▾

Quick Filters   My Searches

Relationship: In Network ▾   Last Modified: All ▾   Quick search   **Add Filter** ▾   ☐ Organizational Nodes

Clear All Filters

Registration Status: In Progress ▾   ✕

Approved By
Narayan, Abirami — 7
Gonzalez, William — 2
Stockdale, Patrick — 1
Muscente, Pamela — 1
Gilliland, Dennis — 1
❤ See More   ⊞ Show More

Brand
No Brand — 129

Commodity Code
No Commodity Code — 129

Contract Party Type
Supplier — 128

Country of Origin
United States — 56
Brazil — 1
Spain — 1
Ukraine — 1

← →   Page 1 of 7   1-20 of 129 Results   ⚙ 20 Per Page ▾

☐	Company Name ▲	Last Modified ▾	Supplier Number ▾	Registration Status	Registration Type	Registration Date ▾	Supplier Type	Legal Structure	Diversity Classification
☐	104 EAST MAIN ASSOCIATION LLC	6/15/2020 11:19:43 AM -	0000003245	In Progress	Full Supplier Registration	5/19/2020	Non-Catalog	Individual/Sole Proprietor	Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)
☐	123 EAST MAIN ASSOCIATES LLC	8/10/2020 12:33:04 PM -	0000010657	In Progress	Full Supplier Registration	8/9/2020	Non-Catalog	Individual/Sole Proprietor	Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)
☐	3DFORTIFY INC	10/22/2020 11:31:26 AM -	0000038839	In Progress	Full Supplier Registration	10/22/2020	Non-Catalog	C Corporation	None (None)
☐	ADAMS KATHI R	3/17/2023 9:42:57 AM -	0000025296	In Progress	Full Supplier Registration	9/16/2020	Non-Catalog	Individual/Sole Proprietor	Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)
☐	Affirma LLC	9/7/2022 12:10:50 PM -	0000037453	In Progress	Full Supplier Registration	9/27/2021	Non-Catalog	Individual/Sole Proprietor	Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)

In the 23.2 release, the Enhanced Search layout expands to **Suppliers**, allowing filters on multiple criteria, customization of result columns, and exports.

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Future Changes
(Pending Implementation)

The following slides describe future changes that are pending our implementation engagement with Jaggaer.

Approval Changes

Returning a document to a previous Approver (reverting workflow)

Requisition · 3787129

Assign To Myself

1 of 2 Results

Summary | PO Preview | Comments | Attachments 1 | History

General

Status	Pending
	Dept Purchasing Specialist
Submitted	6/2/2023 1:14 PM
Cart Name	2023-06-02 702672155 01
Description	23S
Priority	Normal
Prepared by	Maggie Hess
Prepared for	Maggie Hess
Department	PROCUREMENT SERVICES (04750)
Multi-Invoice/Payment	✗

Shipping

Ship To

Shipping address code	STC12

University of Delaware
Attn: Maggie Hess
Room: 302
STAR Campus
STAR MODULAR LABS
Newark, DE 19713
United States

Billing

Bill To

Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716
United States

Billing Options

Purchasing Business Unit	UOD01
	UNIVERSITY OF DELAWARE

eBuilder Process Instance — *no value*

Technology Request # — *no value*

Waiver of Bid — ✗

Summary

- **Submitted**
  6/2/2023 1:14 PM
  Maggie Hess

- **PR Validation**
  Completed

- **COA Approver**
  Approved
  ✓ Kristen Pickering

- **Ad-hoc 1**
  Approved
  ✓ Alice Approver

- **Dept Purchasing Specialist**
  Active
  EVP - DPS - Procurement Services
  Dottie DPS
  ud-mart@udel.edu

- **Non-PO Payment Approval**
  Future

- **PR Validation 2**
  Future

Dottie DPS is the pending approver but she wants to return this requisition to a previous *approval* step since a new attachment has been added that she thinks a previous Approver should review.

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Summary   PO Preview   Comments   Attachments 1   History

General ...   **Shipping** ...   **Billing** ...

Status   🔄 Pending   **Ship To**   **Bill To**
              Dept Purchasing Specialist
                                   Shipping address   STC12   Accounts Payable
Submitted   6/2/2023 1:14 PM   code   accountspayable@udel.edu
                                                                 222 South Chapel Street
Cart Name   2023-06-02 702672155 01   University of Delaware   Newark, DE 19716
                                   Attn: Maggie Hess   United States
Description   23S   Room: 302
                                   STAR Campus
Priority   Normal   STAR MODULAR LABS   **Billing Options**

From the **ellipsis** next to Workflow, Dottie selects **Revert workflow to a previous step**.

Prepared by

Prepared for Maggie Hess

Department   PROCUREMENT SERVICES (04750)

Multi-   ✕
Invoice/Payment

Internal Fields ...

UD Internal Fields

eBuilder Process Instance   no value

Technology Request #   no value

Waiver of Bid   ✕

Summary   ⬅

Pending

Total (4,900.00 USD)   ⌄

Shipping, Handling, and Tax charges are calculated and
charged by each supplier. The values shown here are for
estimation purposes, budget checking, and workflow
approvals.

Subtotal   4,900.00
                                   _____
                                      4,900.00

What's next?   ⌄

Workflow   ...

      ✓   S...   View Workflow
                6/...
                M...   Print approvals/workflow

      ✓   PR Validation   Revert workflow to a previous step
                Completed

      ✓   COA Approver   ...
                Approved
                ✓ Kristen Pickering

      ✓   Ad-hoc 1   ...
                Approved
                ✓ Alice Approver

Powered by JAGGAER | Privacy Policy

Revert Workflow To A Previous Step

⚠ Workflow will restart in the selected workflow step.

✓ **Submitted**
6/2/2023 1:14 PM
Maggie Hess

✓ **PR Validation**
Completed   Select

✓ **COA Approver**
Approved   Select
✓ Kristen Pickering

✓ **Ad-hoc 1**
Approved   Select
✓ Alice Approver

📍 **Dept Purchasing Specialist**
Active

○ **Non-PO Payment Approval**
Future

○ **Create PO**
Future

Cancel

Dottie can then select the step at which workflow should restart.

General   **Shipping**

Status   🔄 Pending   **Ship To**
                Dept Purchasing Specialist

Submitted   6/2/2023 1:14 PM   Shipping address
                                                code

Cart Name   2023-06-02 702672155 01   University of Delawar...
                                                Attn: Maggie Hess
Description   23S   Room: 302
                                                STAR Campus
Prepared by   Maggie Hess   STAR MODULAR LAB...
                                                Newark, DE 19713
Prepared for   Maggie Hess   United States

Department   PROCUREMENT SERVICES (04750)

Multi-   ✗
Invoice/Payment

Internal Fields

UD Internal Fields

eBuilder Process Instance   no value

Technology Request #   no value

Waiver of Bid   ✗

Summary

Pending

Total (4,900.00 USD)

Shipping, Handling, and Tax charges are calculated and
charged by each supplier. The values shown here are for
estimation purposes, budget checking, and workflow
approvals.

Subtotal   4,900.00

                                                4,900.00

What's next?

Workflow

✓ **Submitted**
6/2/2023 1:14 PM
Maggie Hess

✓ **PR Validation**
Completed

✓ **COA Approver**
Approved
✓ Kristen Pickering

✓ **Ad-hoc 1**
Approved
✓ Alice Approver

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Dottie enters the required comment explaining the reason and clicks **Revert**.

All

Search (Alt+Q)

0.00 USD

TEST SITE

1 of 2 Results

Summary   PO Preview   Comments 1   Attachments 1   **History**

⚠ You are reviewing a requisition that has been reverted to a previous step in workflow

Start date
mm/dd/yyyy

End date
mm/dd/yyyy

Action

User

Requisition
Document type

Filter   Clear All Filters

Export CSV

Page 1 of 2   1-20 of 40 Results

20 Per Page

Line No	Date/Time ↓	User	Step(s)	Action	Field Name	From	To	Note
	6/27/2023 5:46:51 PM	Dottie DPS	Ad-hoc 1, Dept Purchasing Specialist	Requisition reverted		Dept Purchasing Specialist	Ad-hoc 1	Please note new attachment provided for review.
	6/27/2023 5:35:04 PM	Alice Approver	Ad-hoc 1	Requisition approved				
	6/27/2023 5:34:29 PM							
	6/27/2023 5:34:24 PM							
	6/27/2023 5:34:10 PM	Kristen Pickering	COA Approver	Requisition assigned				
	6/2/2023 1:14:57 PM	System	PR Validation	Requisition budget check passed				Requisition 3787129
	6/2/2023 1:14:52 PM	System	PR Validation	Message transmission to external system was successful.				

The reverted workflow will be indicated both in the history of the History tab, and in a message at the top of the requisition.

Summary

Pending

Total (4,900.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal   4,900.00

                            4,900.00

What's next?

Workflow

✓ Submitted
6/2/2023 1:14 PM
Maggie Hess

✓ PR Validation
Completed

✓ COA Approver
Approved
✓ Kristen Pickering

📍 Ad-hoc 1
Active
✓ Alice Approver

If the user has the relevant approval notification turned on, they will receive the email that they have a pending approval.

University of Delaware EXCHANGE — TEST SITE

Dear Alice Approver,

You have been assigned as an ad-hoc approver for Requisition #3787129. Requisition #3787129 has been submitted into Requisition workflow and is awaiting your approval.

Use the link below to access the Requisition within the application as appropriate.

View Requisition

Summary

Voucher • JASCO INC • IT001099

Summary | Matching | Supplier Messages | Comments | Attachments | History

General

Voucher Type	Voucher
Pay Status	In Process
Voucher Number	IT001099
Supplier Invoice No.	overinvoice
Supplier Name	JASCO INC
Voucher Date	11/16/2022
Discount Date	no value
Due D	
Due Date	11/16/2022
Terms	0% 0, Net 0
Terms Discount	0.00 USD
Voucher Name	2022-11-16 kpickering 01
Purchasing Business Unit	UOD01 UNIVERSITY OF DELAWARE
Multi-Invoice/Payment	✓

Addresses

Remit To
28600 MARY'S COURT
EASTON, Maryland 21601-0000
United States
Address Id 1

Bill To
Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716
United States

Requested Payment Override

Accounting Date	11/16/2022
Payment Method Override	no value
Payment Message	no value
Payment Hold Reason	no value
Separate Payment	✗

Note/Attachments

External Note	no value
Internal Note/Business Justification	MPTC-511 six position in-line Peltier temperature control system. Supplier Show more
External Attachments	
Internal Attachments	

Discount, tax, shipping & handling

	Allocation	Sum of All
	Header-level	**Sum of lines**
Terms Discount	0.00 USD	
Discount	0.00 USD	0.00 USD
Tax 1	0.00 USD	0.00 USD
Tax 2	0.00 USD	0.00 USD

Summary

15,350.00

Related Documents

Purchase Order: UDBT000124
Requisition: 3621847

What's next?

Workflow ⋯

View Workflow

Print approvals/workflow

Revert workflow to a previous step

✓ S... 1...K...

✓ Matching Exceptions ⋯
Approved

🔵 PO Owner Approval ⋯
Active
Robert Requester

○ Tagging ⋯
Future

○ Invoice Budget Check ⋯
Future

○ OK to Pay ⋯
Future

The revert workflow process functions the same way for voucher workflow.

Questions:

- procurement@udel.edu

Resources:

- Procurement Services Website
- Approving Requisitions in UD Exchange
- Enhanced Search