UNIVERSITY OF DELAWARE EXCHANGE

25.2 System Release

Created 7/3/25

UNIVERSITY OF DELAWARE

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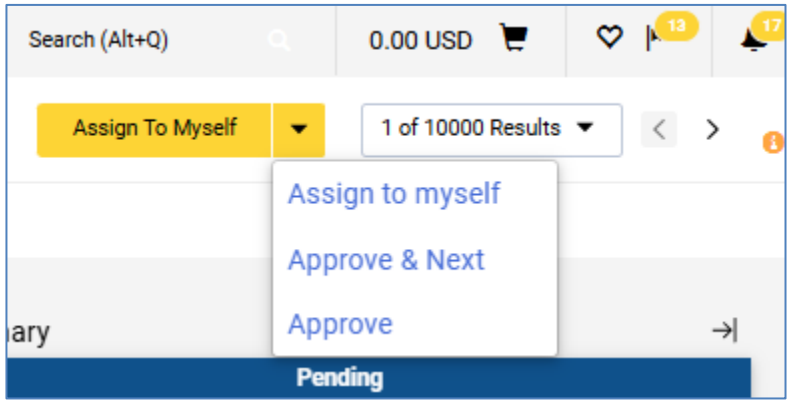
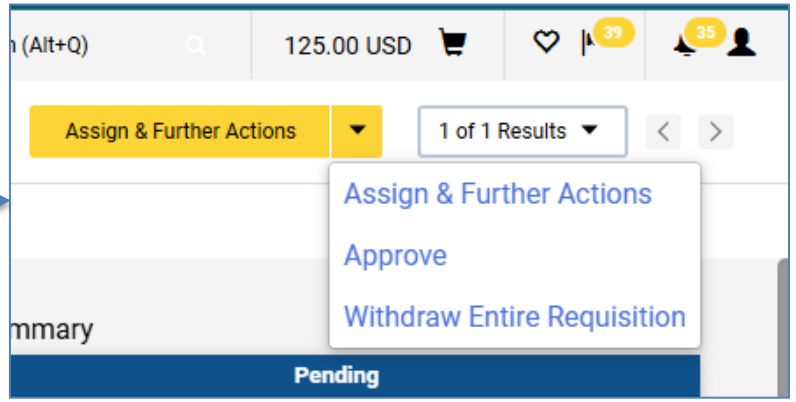
Assign to Myself

- The yellow take action button on documents such as requisitions and vouchers pending approval read, “Assign to Myself.”
- With 25.2, the button will now say “Assign & Further Actions”
- We will update our help guides over time with this change as we make updates in the future to existing guides

Pre 25.2 Release



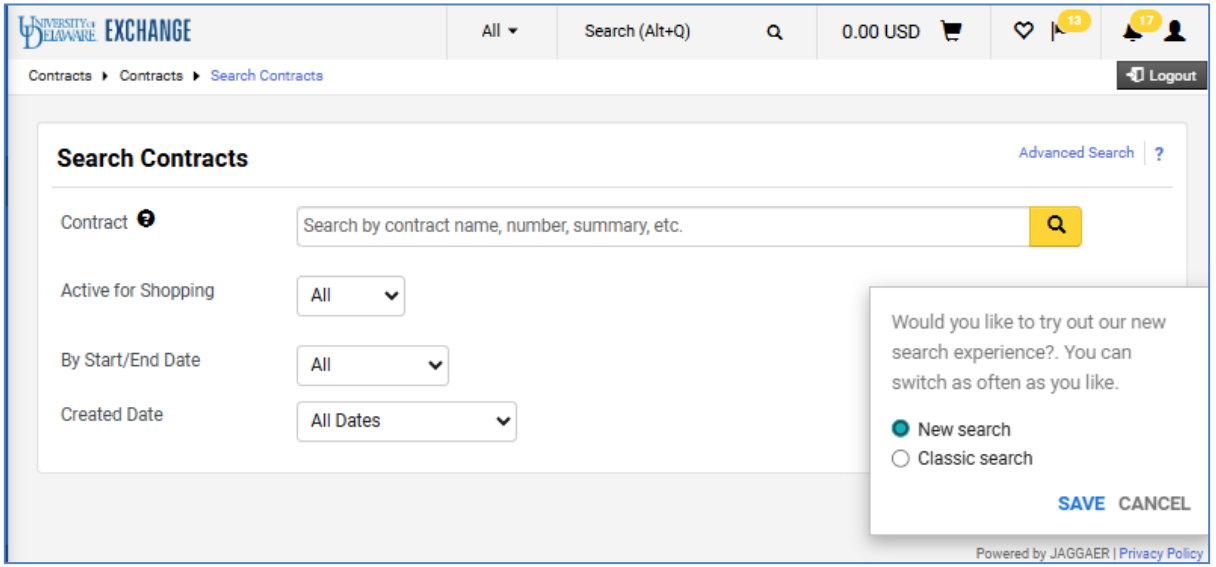
After 25.2 Release



Contract+ Search – New Search only

- Previously, users who had access to Contracts+ could switch between the classic and new search view for Contracts+
- With 25.2, users will no longer be able to toggle back to the classic version
- Please note: any saved search in the classic version will no longer be accessible.

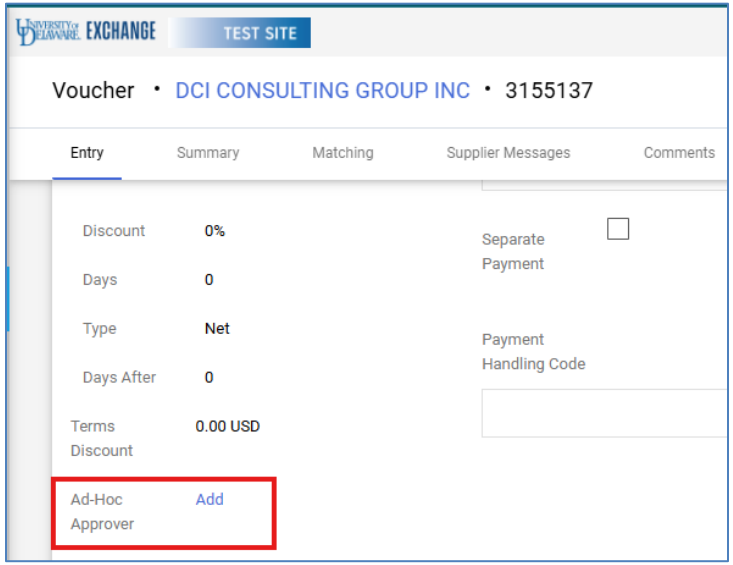
Contracts+ Classic Search View and Toggle

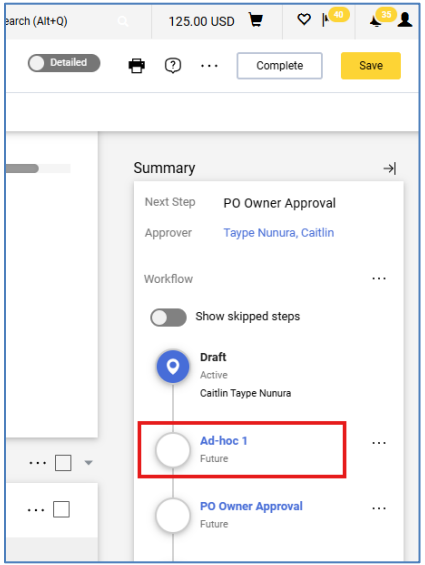


Add Ad-Hoc Approvers to Draft Vouchers (Subawards only)

- Previously, end-users could not add ad-hoc approvers to vouchers – they could only reassign a voucher for approval
- With 25.2, a voucher creator can add ad-hoc approvers to the voucher workflow before submitting the voucher for approval (just like requisitions)
- If adding multiple ad-hoc approvers to a single step, only one needs to approve at that step
- If using this feature, please do not rename the Step Name (leave Ad-hoc 1)

Ad-Hoc Approvers – Draft Vouchers





Questions:

- procurement@udel.edu

Resources:

- Procurement Services Website