UNIVERSITY OF DELAWARE EXCHANGE

25.2 System Release

Updated 7/17/25

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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
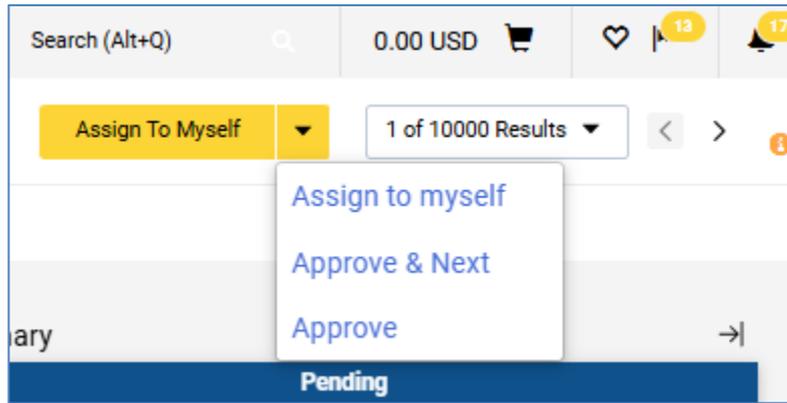
After 25.2 Release
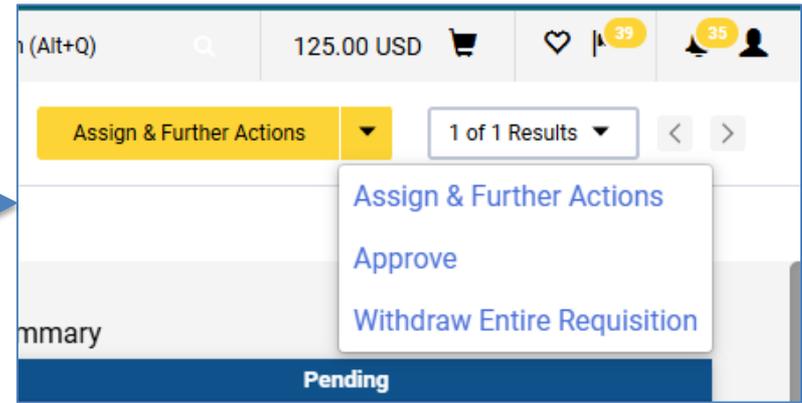
Contract+ Search – New Search only

- 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.

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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

Draft/Returned Change Requests

- Prior to 25.2, the five basic rules of change requests' rule #2 was "Only one change request can be in process for any PO at a time."

- If a change request was in draft or returned status, only the person who created it or Procurement could delete the change request.

Draft/Returned Change Requests

- There were two major changes noted with this release
  - Returned draft carts cannot be deleted anymore (the trash can icon is removed)
  - Any user can click the + icon and choose to cancel the existing draft or returned change requests to create a separate change request
- Of the five basic rules for change requests, #2 will be updated to "Only one change request can be in **workflow** for any PO at a time."
- We are planning to update our training materials with this new information

Draft Change Requests

The trash can is still available to remove (delete) Draft change requests from the system. Or the + icon can be clicked to cancel the draft and allow another user to start a new change request.
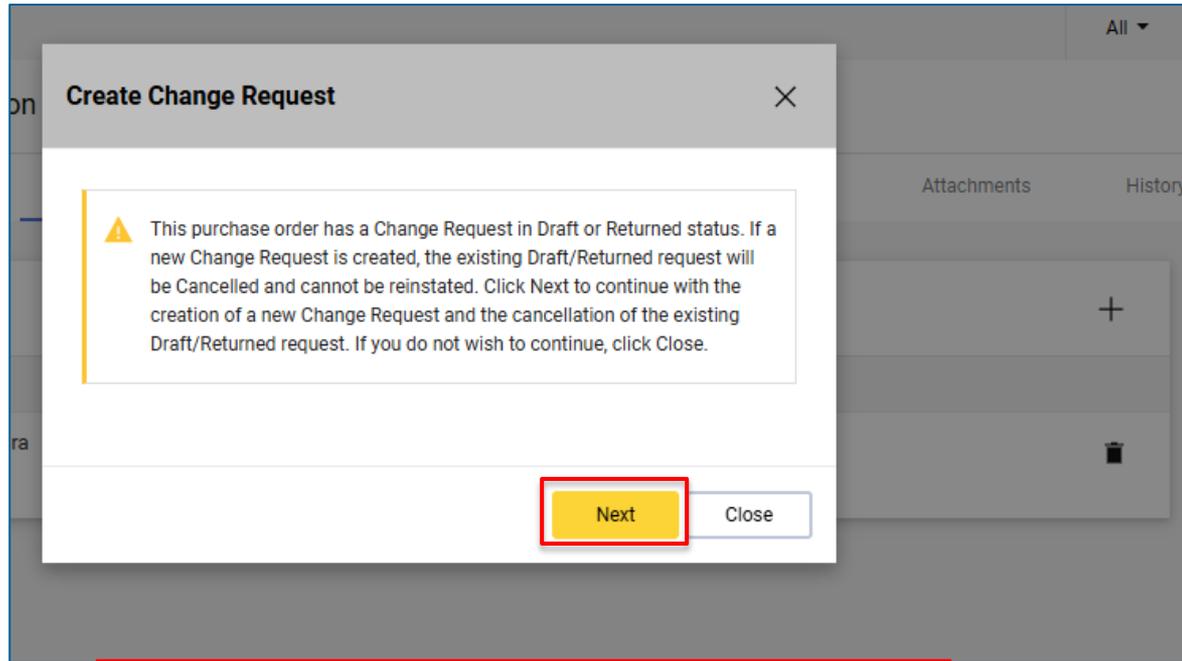
Returned Change Requests

The trash can is no longer available for Returned change requests. Now, the + icon can be clicked to cancel the returned change request and allow another user to start a new change request.

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

Once the + icon is clicked, this warning message will appear. Click Next to cancel the current draft/returned change request and start a new draft change request.

The updated statuses will be reflected in the Change Request tab.

Questions:

- procurement@udel.edu

Resources:

- Procurement Services Website

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