

UNIVERSITY OF DELAWARE[®] EXCHANGE

25.2 System Release

Updated 7/17/25

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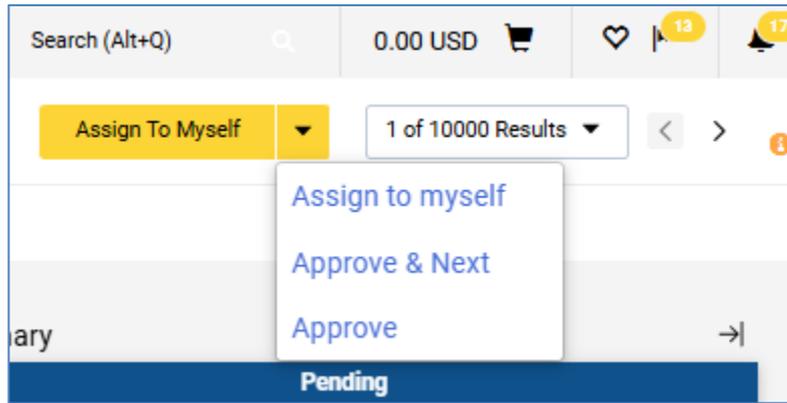


Assign to Myself

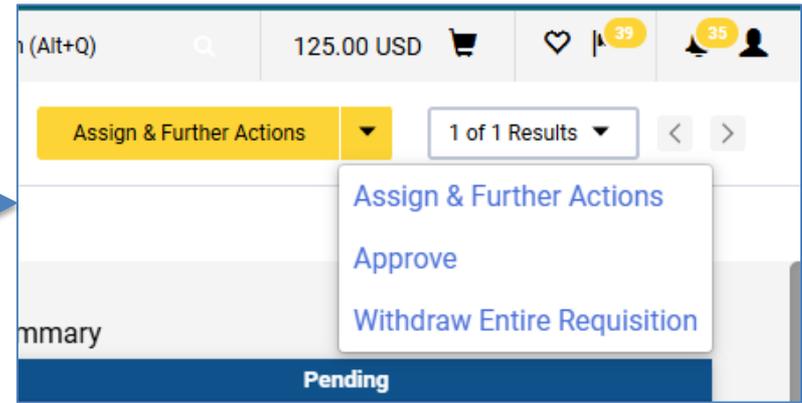
- The yellow take action button on documents such as requisitions and vouchers pending approval read, “Assign to Myself.”
- With 25.2, the button will now say “Assign & Further Actions”
- We will update our help guides over time with this change as we make updates in the future to existing guides



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.



Contracts+ Classic Search View and Toggle

The screenshot displays the 'Contracts+' search interface on the University of Delaware Exchange. The top navigation bar includes the logo, a currency selector set to '0.00 USD', and notification icons for 13 items and 17 items. The breadcrumb trail shows 'Contracts > Contracts > Search Contracts'. The main search area is titled 'Search Contracts' and includes an 'Advanced Search' link. The search criteria are as follows:

- Contract: Search by contract name, number, summary, etc. (with a search button)
- Active for Shopping: All (dropdown)
- By Start/End Date: All (dropdown)
- Created Date: All Dates (dropdown)

A modal dialog is open, asking: 'Would you like to try out our new search experience?. You can switch as often as you like.' The dialog has two radio buttons: 'New search' (selected) and 'Classic search'. At the bottom of the dialog are 'SAVE' and 'CANCEL' buttons. The footer of the interface reads 'Powered by JAGGAER | Privacy Policy'.



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

UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

Voucher • DCI CONSULTING GROUP INC • 3155137

| Entry | Summary | Matching | Supplier Messages | Comments |
|-----------------|----------|----------|---|----------|
| Discount | 0% | | Separate Payment <input type="checkbox"/> | |
| Days | 0 | | | |
| Type | Net | | Payment Handling Code | |
| Days After | 0 | | | |
| Terms Discount | 0.00 USD | | | |
| Ad-Hoc Approver | Add | | | |

Search (Alt+Q) 125.00 USD

Detailed Complete Save

Summary

Next Step PO Owner Approval

Approver Taype Nunura, Caitlin

Workflow

Show skipped steps

Draft Active Caitlin Taype Nunura

Ad-hoc 1 Future

PO Owner Approval Future



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 screenshot shows the 'UNIVERSITY OF DELAWARE EXCHANGE TEST SITE' interface. The breadcrumb trail is 'Purchase Order • DCI CONSULTING GROUP INC • UDST001478 Revision 0'. The navigation tabs include Status, Summary, Revisions (1), Confirmations, Shipments, Change Requests (1), Receipts, Vouchers (2), Comments, Attachments, and History. The 'Change Requests' tab is active. Below the tabs, it says 'Records found: 1'. A table lists one record with the following details:

| Status | Number | Owner | Created | |
|--------|---------|----------------------|-----------|---|
| Draft | 4327847 | Caitlin Taype Nunura | 7/17/2025 |   |

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.



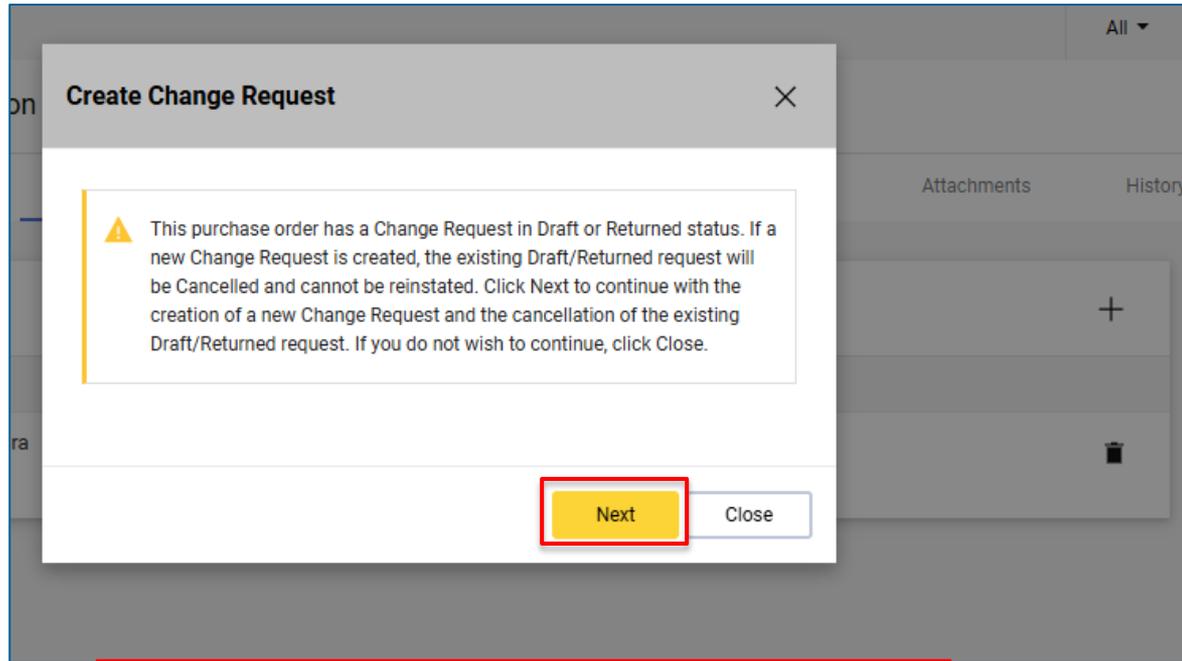
Returned Change Requests

The screenshot shows the 'UNIVERSITY OF DELAWARE EXCHANGE' interface. At the top, there is a 'TEST SITE' button and a search bar. The main header indicates the current view is for 'Purchase Order • CLEMSON UNIVERSITY • UDRT000088 Revision 0'. Below this, a navigation bar includes tabs for 'Status', 'Summary', 'Revisions 1', 'Confirmations', 'Shipments', 'Change Requests 1', and 'Receipts'. The 'Change Requests' tab is active. Underneath, it says 'Records found: 1' with a red box around a '+' icon. A table below lists the record with columns for Status, Number, Owner, and Created. The row shows a 'Returned' status, number '4294624', owner 'Caitlin Taype Nunura', and date '5/28/2025'. A red box highlights an empty space in the table row, likely where a trash can icon was previously located.

| Status | Number | Owner | Created |
|----------|---------|----------------------|-----------|
| Returned | 4294624 | Caitlin Taype Nunura | 5/28/2025 |

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.





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.



Purchase Order • DCI CONSULTING GROUP INC • UDST001478 Revision 0

Status

Summary

Revisions 1

Confirmations

Shipments

Change Requests 2

Receipts

Vouchers 2

Comments 1

Attachments

History

Records found: 2



| Status | Number | Owner | Created |
|-----------|---------|----------------------|-----------|
| Cancelled | 4327847 | Caitlin Taype Nunura | 7/17/2025 |
| Draft | 4327889 | Caitlin Taype Nunura | 7/17/2025 |

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



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)

