

UNIVERSITY OF DELAWARE[®] EXCHANGE

25.2 System Release

Created 7/3/25

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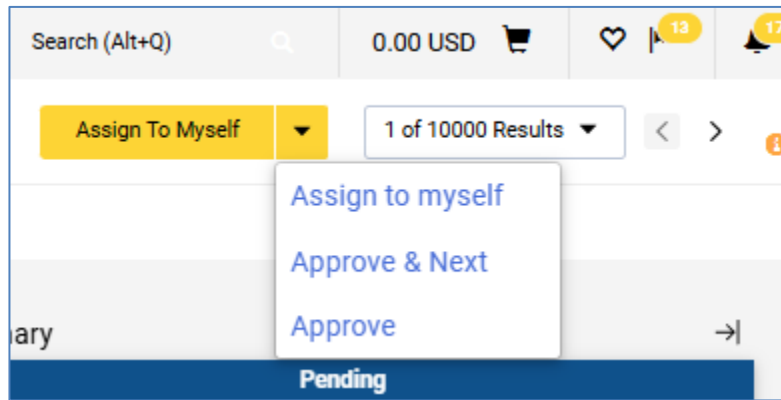


Assign to Myself

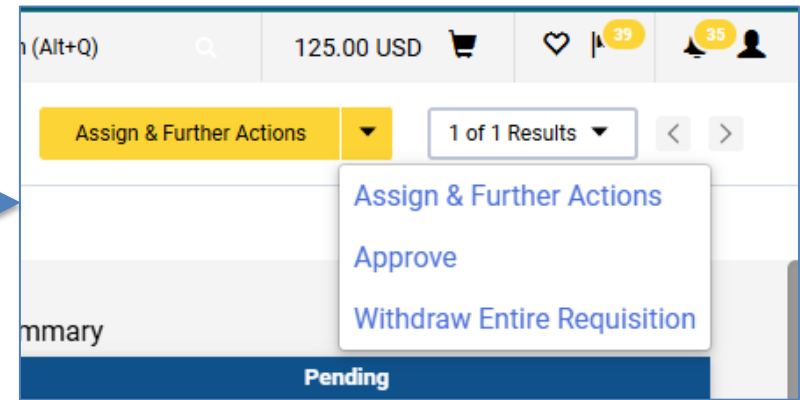
- The yellow take action button on documents such as requisitions and vouchers pending approval read, “Assign to Myself.”
- With 25.2, the button will now say “Assign & Further Actions”
- We will update our help guides over time with this change as we make updates in the future to existing guides



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+ Classic Search View and Toggle' interface. At the top, the header includes the 'UNIVERSITY OF DELAWARE EXCHANGE' logo, a navigation menu with 'All', 'Search (Alt+Q)', and a search icon, along with a currency display of '0.00 USD' and a shopping cart icon. A notification bell icon shows '13' alerts, and a user profile icon shows '17' notifications. A 'Logout' button is located in the top right corner.

The main content area is titled 'Search Contracts' and includes a link to 'Advanced Search'. Below the title, there are four search filters: 'Contract' (with a help icon), 'Active for Shopping', 'By Start/End Date', and 'Created Date'. Each filter has a dropdown menu with 'All' or 'All Dates' selected. A search bar with a yellow search icon is positioned to the right of the 'Contract' filter.

A modal dialog box is open, asking 'Would you like to try out our new search experience?. You can switch as often as you like.' It features two radio buttons: 'New search' (selected) and 'Classic search'. At the bottom of the dialog are 'SAVE' and 'CANCEL' buttons.

At the bottom right of the page, it says '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



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)

