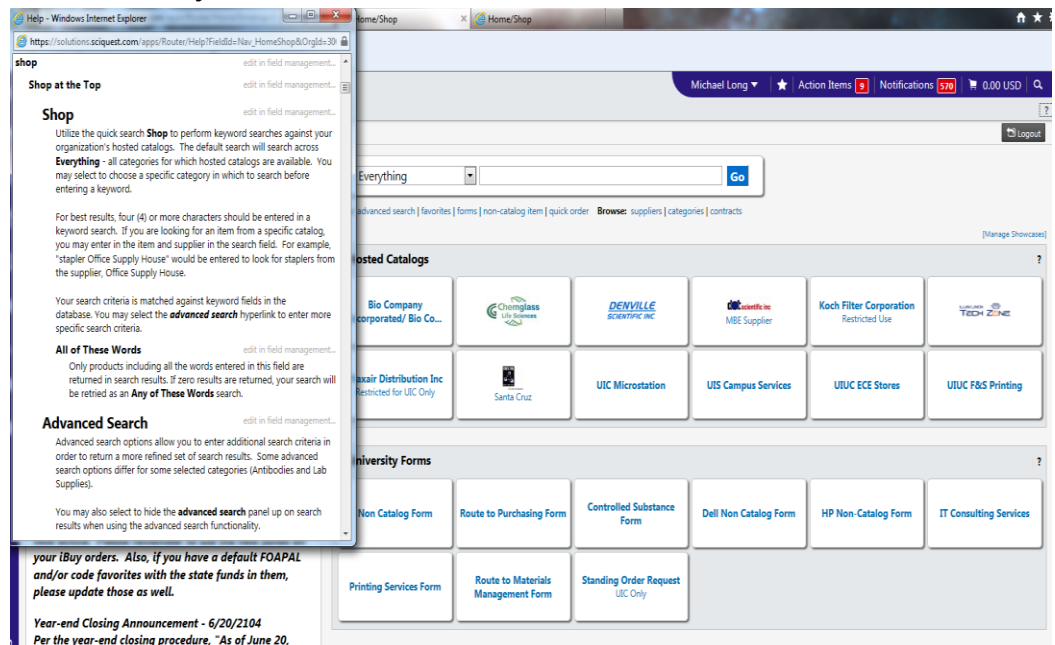


iBuy Release 14.3 Functionality Changes

- Updates to Help Text
 - Page-level help text is available on most pages and page sections in the application. Currently, when the help text is accessed, all of the help information for that page or section displays in a single window. Although the window is opened to the appropriate section, it is then necessary to scroll to any additional help topics within the window. In 14.3, we will be updating the help text look and feel, making it easier and more efficient for users to utilize the help text. In addition, the help text will be searchable.
 - The old way



○ The new way

The screenshot displays a web application interface. On the left, there is a vertical orange sidebar with various icons. A 'Help' sidebar is open, showing a search bar and a tree view of navigation options. The 'Shop at the Top' section is highlighted in the tree view. The main content area features a search bar with a 'Go' button and a 'Browse: suppliers | categories | contracts' link. Below this, there are two buttons: 'Printing Services Form' and 'Urbana-Champaign Unified Communi...'. At the bottom, a 'Hosted Catalogs' section lists several suppliers: 'UIS Campus Services', 'Apple Incorporated (Restrict For Hospital Use Only)', 'Bio Company Incorporated/ Bio Co... (Do Not Use for Testing)', 'Changhas (DO NOT USE FOR RELEASE TESTING)', 'DOT Scientific Inc (Minority Supplier)', and 'Denville Scientific'. A user profile for 'Michael Long' is visible in the top right corner, along with 'Action Items 22' and 'Notifications 83'.

Help

- home/shop
- shop
 - Shop at the Top**
 - Shop
 - Advanced Search
 - Other ways to Shop
 - Search Warnings
 - Search catalogs prior to adding a non-catalog item.
 - Shop Search Results
 - General Data
 - Purchasing Showcase
 - Punchout Catalogs
- desktop
- inventory
- admin
- contracts

Shop at the Top Edit in Field Management

Shop
Advanced Search
Other ways to Shop
Search Warnings
Search catalogs prior to adding a non-catalog item.

Hosted Catalogs

- UIS Campus Services
- Apple Incorporated
Restrict For Hospital Use Only
- Bio Company Incorporated/ Bio Co...
Do Not Use for Testing
- Changhas
DO NOT USE FOR RELEASE TESTING
- DOT Scientific Inc
Minority Supplier
- Denville Scientific

Urbana-Champaign Unified Communications Devices: If you are located on the Urbana-Champaign campus and are looking for equipment to use with the new Unified Communications Voice Services, CITES has provided technical and personal points to consider before making purchasing decisions at <http://cites.illinois.edu/uc-thingstoconsider.html>. The new UC Voice Device forms are available for your use located under University Forms.

- Ability to Create a Custom Document Search Export in a Single File
 - In 14.2, we added the ability to create a custom document search export. Currently, when a custom export is run, the data is exported in separate files. In 14.3, we will include the option to export all data in to a single file.

Customize Export (Step 1 of 3)

Select What You Want to Include in Your Export: *(Step 1 of 3)*

How do you want your custom export file? *

Separate files All in one file

Which Custom Fields do you want? *

All None Let me choose

Do you want Custom Fields as columns in your Data File? *

Yes No

Which Custom Field Export Files do you want?

Custom Fields - Header Level
 Custom Fields - Line Level

Which additional Export Files do you want?

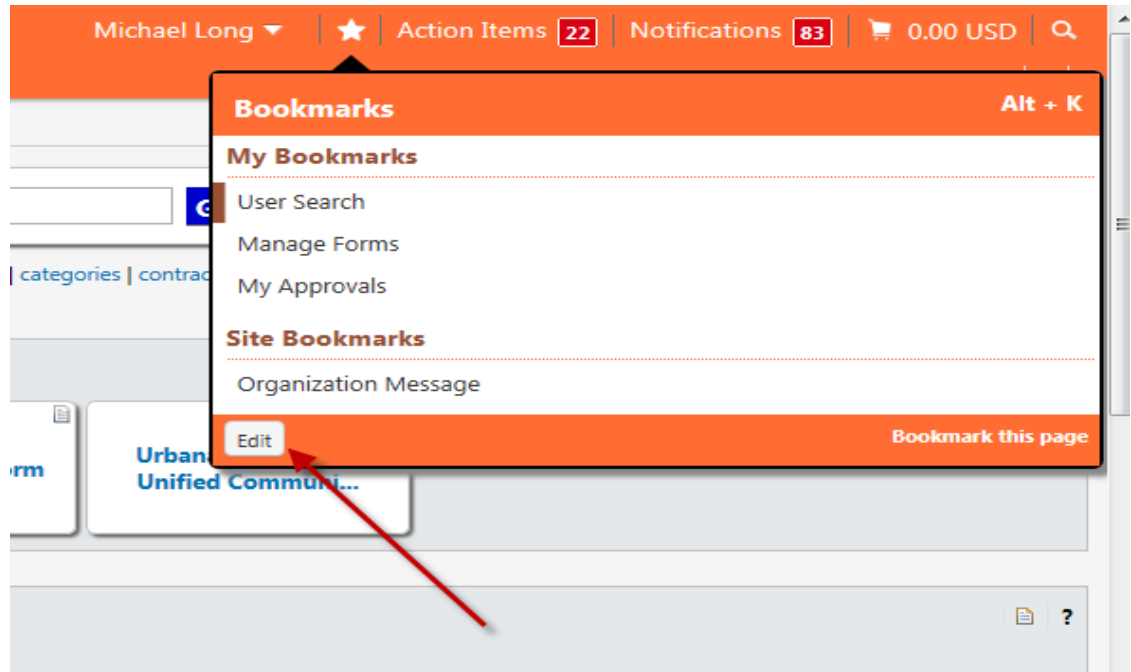
Approval History
 Form Data
 Supplier Data

* Required

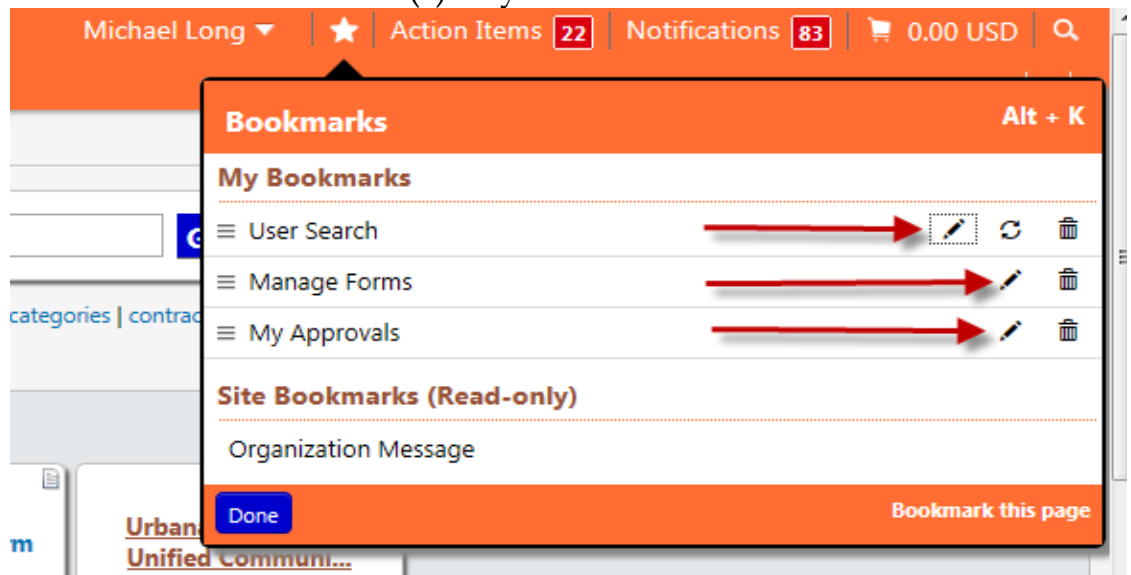
Next >

○

- Ability to Rename Bookmarks
 - Bookmarking pages in SelectSite allows you to easily access frequently-used areas of the application. By default, the bookmark name is the same as the page name. As of 14.3, we have added the ability to rename bookmarks, allowing you to change the name to something more meaningful if you so choose.
 - Hit the Edit button

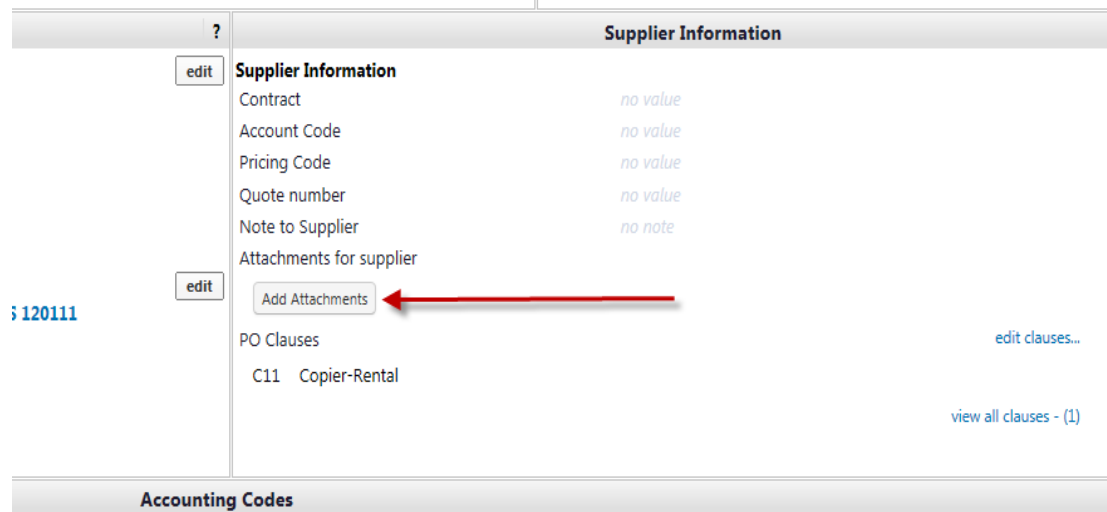


- Then edit the bookmark(s) of your choice

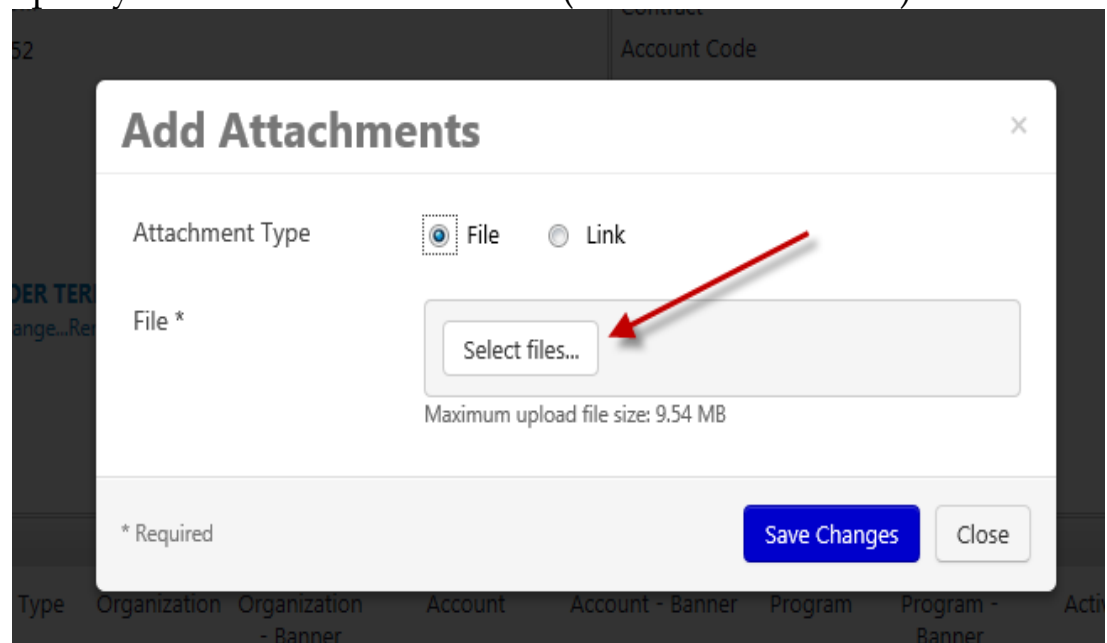


- Approver Visibility of POs and Invoices
 - Previously, if an approver user was restricted to seeing only their own orders, they did not have the ability to see all the documents they may have approved. For example, if a user approved a PR that they did not create, they could approve the PR but then could not access it via a requisition search. Similarly, they would not have access to a PO created from a PR they approved. With this release, approvers will have the ability to search and access all documents they approved and that were related to documents they approved. **This feature is available for documents created or changed after the 14.3 release.**

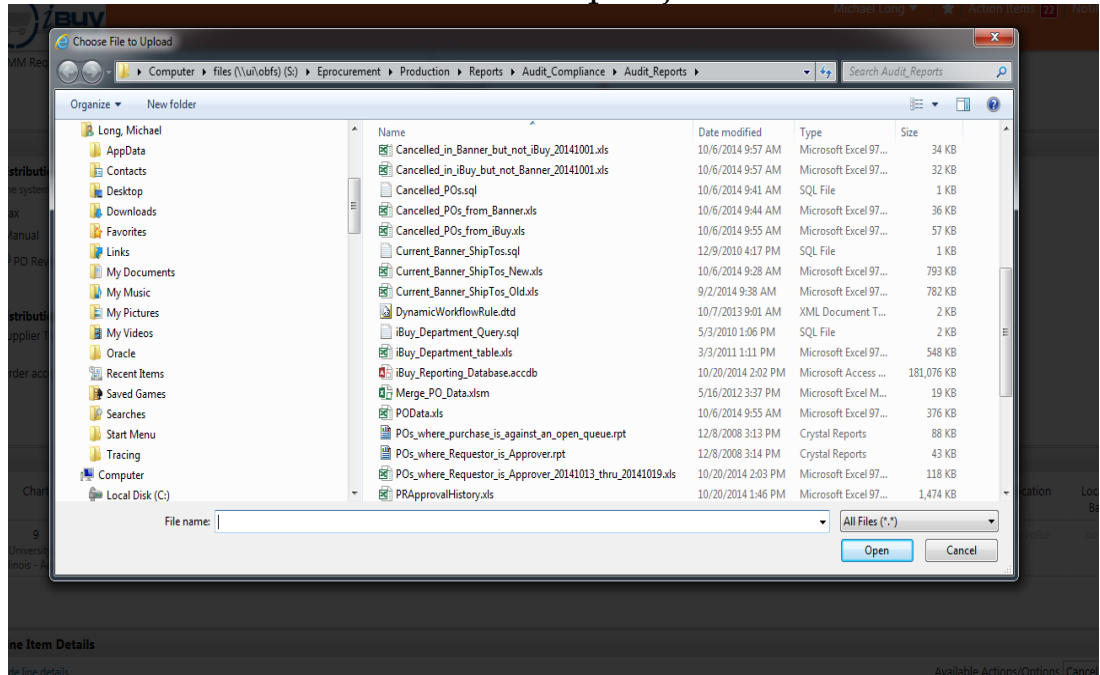
- Ability to Upload Multiple Attachments to Documents, Forms and Non-Catalog Items
 - Previously, when attaching files to documents and forms, it was necessary to add them one at a time. As of 14.3, you have the ability to add multiple attachments at one time. In addition to documents and forms, you can add multiple attachments to non-catalog items, which is a new capability in 14.3.
 - Click Attachments button



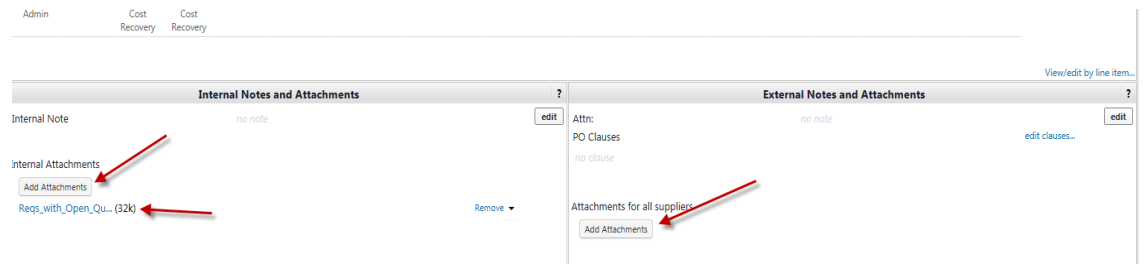
- Specify file then click Select Files (can also attach a url)



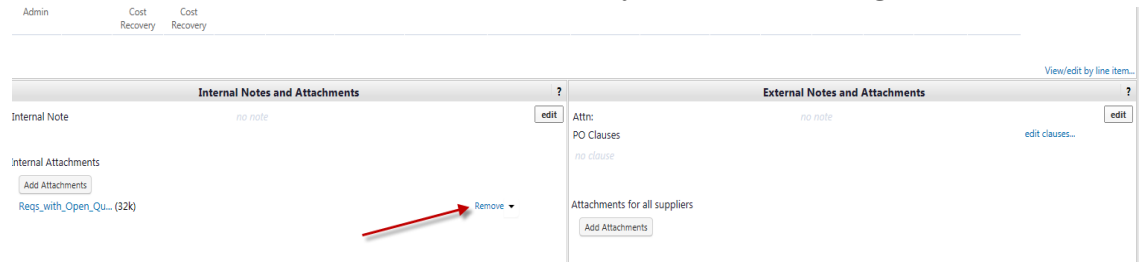
- Indicate attachments. Can do multiples just like in Windows.



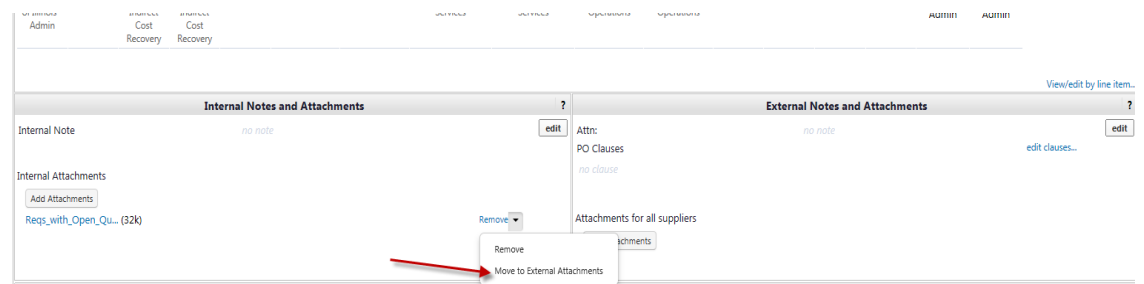
- Ability to Move Attachments on Forms and Purchasing Documents
 - Organizations are able to include attachments on forms and purchasing documents such as purchase orders and invoices. Attachments can be external, meaning suppliers can view, or internal, meaning only organizations users can view. Currently, in order to change the type, the attachment must be deleted and reattached as the appropriate type. In 14.3, organizations will have the ability change the attachment type, eliminating the need to perform those extra steps.
 - Requisition has an internal attachment. Also note Add attachment buttons in both Internal and External.



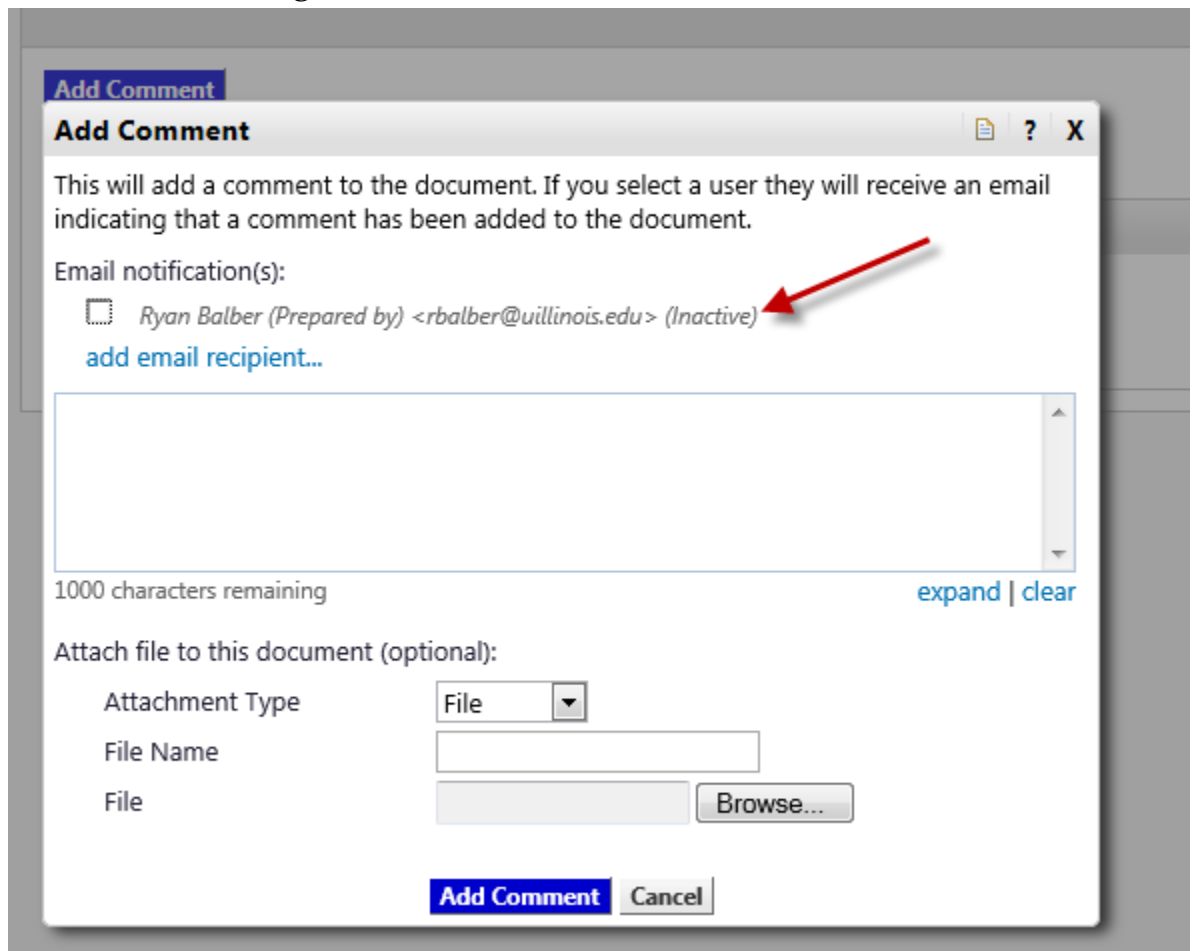
- Note the attachment can also be easily removed altogether.



- Move attachment from Internal to External



- Inactive Users Indicated When Creating a Comment on a Purchasing Document (PO or Invoice)
 - When comments are added to a purchasing document, you have to option of notifying specific users associated with the document (prepared for user, prepared by user, etc.). A list of appropriate users displays and the user creating the comment can select one or more of them for notification. Currently, there is no indication that a displayed user has a status of Inactive. In 14.3, users who are not active will be marked as **Inactive**.
 - User was active at the time of PO creation but is now inactive at the time of adding the comment



The screenshot shows a dialog box titled "Add Comment" with a blue header bar. The main content area contains the following text: "This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document." Below this is the section "Email notification(s):" which lists one user: "Ryan Balber (Prepared by) <rbalber@uillinois.edu> (Inactive)". A red arrow points to the "(Inactive)" status. Below the user name is a blue link "add email recipient...". A large text area for the comment is below, with "1000 characters remaining" and "expand | clear" links. At the bottom, there is an "Attach file to this document (optional):" section with a dropdown menu set to "File", a "File Name" input field, a "File" input field, and a "Browse..." button. At the very bottom are "Add Comment" and "Cancel" buttons.

- Country of Origin Added to Supplier Profile
 - In some cases, supplier organizations are headquartered in one country, but may have one or more additional locations in other countries. It may be important to a buying organization to know from where the supplier originates. As of 14.3, supplier profile information will include Country of Origin. This field allows organizations to capture information about the country from which the supplier originated.

The screenshot displays the 'OfficeMax Incorporated' supplier profile in SAP S/4HANA. The 'General' tab is selected, and the 'Company Information' section is visible. The 'Country of Origin' field is highlighted with a red arrow, indicating its addition to the profile. The 'Override Default Values' column shows a checked box for 'Country of Origin'.

Company Information		Override Default Values
Supplier Name	OfficeMax Incorporated	<input checked="" type="checkbox"/>
Doing Business As (DBA)		<input type="checkbox"/>
Country of Origin		<input type="checkbox"/>
Aliases	Boise Office Solutions	
Supplier Number	@01962870 <input type="button" value="Edit"/>	
Third Party Reference Number	No Value <input type="button" value="Edit"/>	
ScQest Supplier ID	4050081	
Status	<input checked="" type="checkbox"/>	
Legal Structure		<input type="checkbox"/>
Tax Identification Number		<input type="checkbox"/>
VAT Registration Number		<input type="checkbox"/>
DUNS No.	606788404	<input type="checkbox"/>
Web Site URL	www.officemax.com	<input type="checkbox"/>

- New Date Option for Document Search that Allows you to Search within a Specified Range of Days
 - In 14.3, we have added a new document search date option that allows you to search for documents within a specified range of days. For example, you can search for invoices that were created within 30 - 60 days ago.

