



**buy<sup>2</sup>pay**

# What's Changing?

*21.2 release - 7.26.21*

# Release Highlights

On Monday, July 26, you will notice some changes in Buy-to-Pay due to the 21.2 Release. These changes include a full-width responsive layout that adjusts to the width of your screen and a consistent toolbar across all documents. The only notable change to functionality is a new feature related to the Change Request process.

## **B2P Previews:**

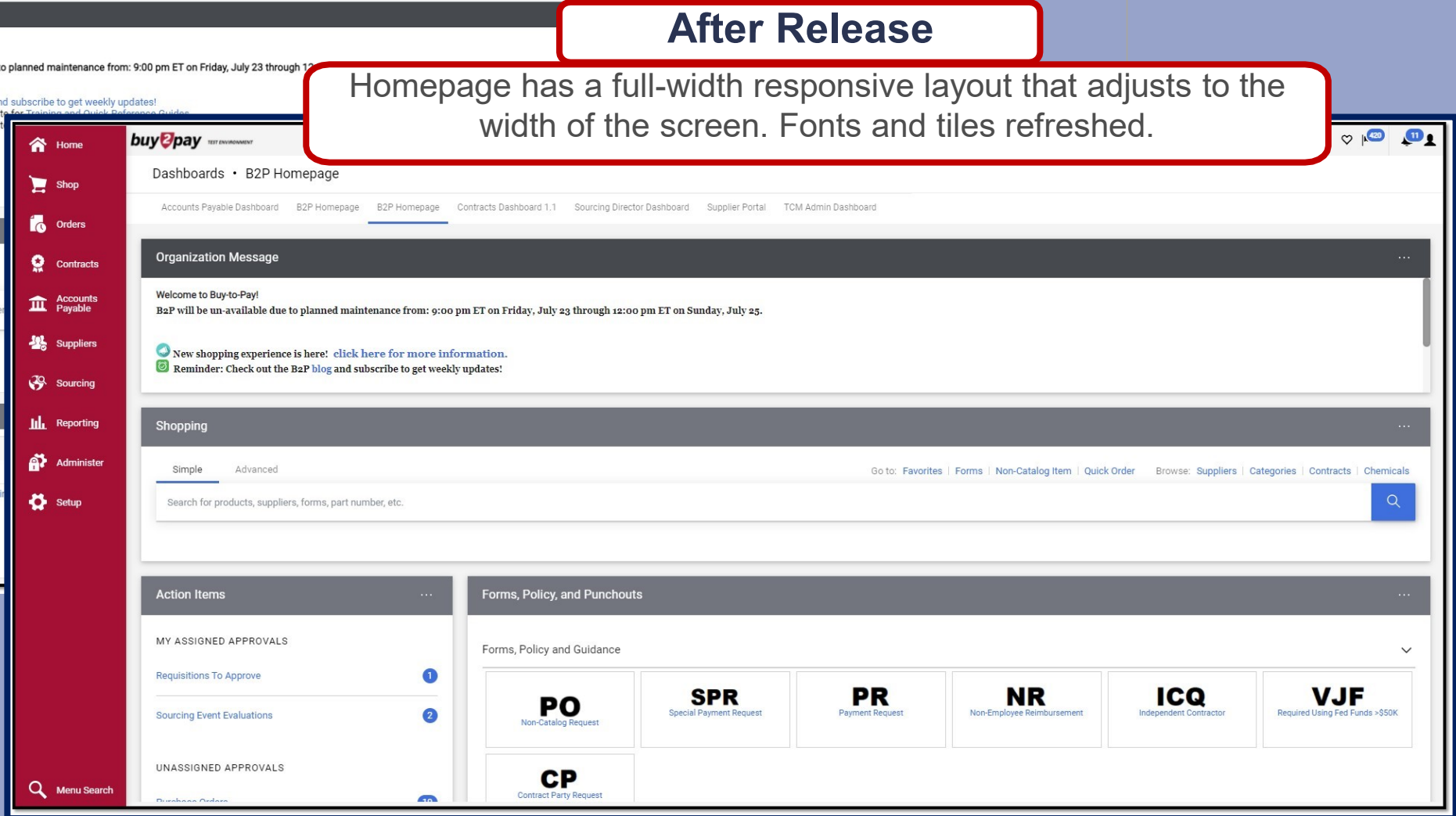
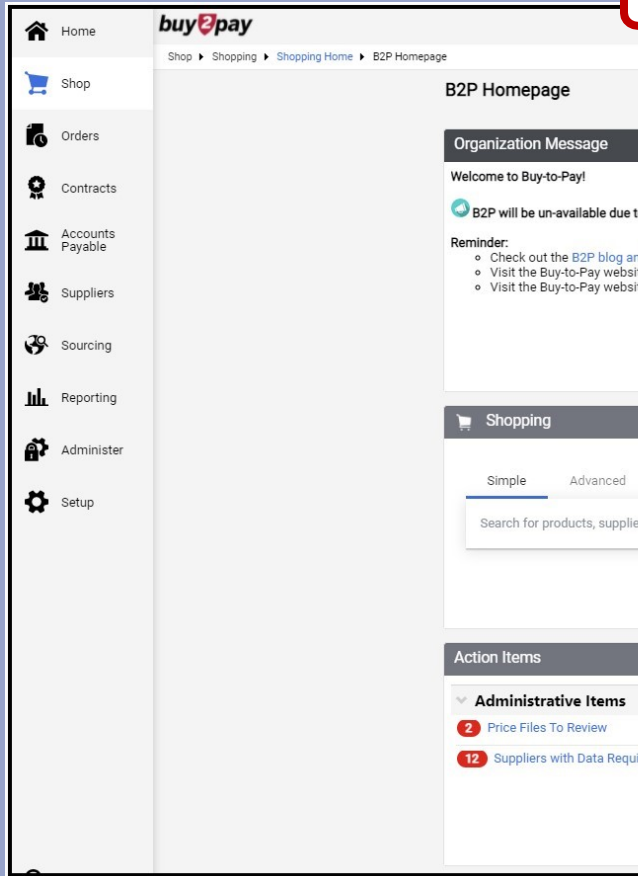
- Homepage
- Shopping Cart
- Requisition - Checkout
- Requisition – Approver view
- Change Request

# Homepage

Before Release

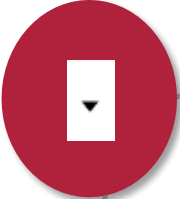
After Release

Homepage has a full-width responsive layout that adjusts to the width of the screen. Fonts and tiles refreshed.



# Basics

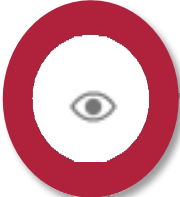
Consistent tool bar across all documents.



Menu options now located next to document number.

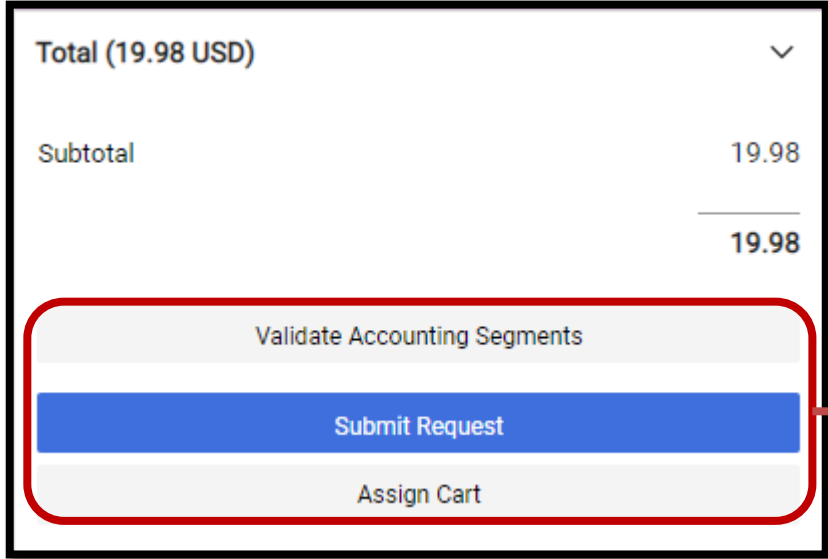


Click to **toggle** side bar open and closed.



New categories added to the filter drop-down.

Action buttons moved from sidebar to top menu.



# Shopping Cart View

Before Release

buy2pay Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name 2021-05-21 41469595 01

Requisition Description or Business Purpose

Standing Amount Based PO

Details

For Teresa Frost

Estimate (19.98 USD)

Subtotal	19.98
Total	19.98 USD

Proceed To Checkout

Assign Cart

After Release

buy2pay TEST ENVIRONMENT Shopping Cart • Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name 2021-07-19 41469595 01

Requisition Description or Business Purpose

Standing Amount Based PO

Details

For Teresa Frost

Estimate (100.00 USD)

Subtotal	100.00
Total	100.00 USD

Assign Cart

Proceed To Checkout

Use toggle to open/close the side bar

# Requisition – Check Out View

Before Release

buy2pay

Requisition: 144346808

Summary PO Preview Comments Attachments History

**General**

Cart Name 2021-05-21 41469595 01

Accounting Date no value

Prepared by Teresa Frost

Prepared for Teresa Frost

Optional Search Field no value

Requisition Description or Business Purpose no value

**Ship to & Bill to**

PO Comments Add

**Ship To**

ATTN Name/Department Teresa Frost  
Building/Room  
1033 Massachusetts Ave  
Cambridge, MA 02138-0000  
United States

**Draft**

Total (19.98 USD)

Subtotal 19.98

19.98

Validate Accounting Segments

Submit Request

Assign Cart

After Release

buy2pay TEST ENVIRONMENT

Requisition • 3296428

Summary PO Preview Comments Attachments 1 History

**General**

Cart Name 2021-07-19 41469595 01

Accounting Date no value

Prepared by Teresa Frost

Prepared for Teresa Frost

**Ship to & Bill to**

PO Comments Add

**Ship To**

ATTN Name/Department Teresa Frost  
Building/Room  
1033 Massachusetts Ave  
Cambridge, MA 02138-0000  
United States

**Draft**

Total (100.00 USD)

Subtotal 100.00

100.00

Validate Accounting Segments Assign Cart Submit Request

**FILTER VIEW**

- View All
- View Line Items Only
- View General Only
- View Ship to & Bill to Only
- View Accounting Codes Only
- View Internal Notes and Attachments Only
- View External Notes and Attachments Only
- View Special Handling & AP Only
- View Ad Hoc Approver Only

Use toggle to open/close the side bar

Validate Accounting Segments Assign Cart Submit Request

# Requisition – Approver View

## Before Release

## After Release

Use toggle to open/close the side bar

- FILTER VIEW
- ✓ View All
- View Line Items Only
- View General Only
- View Ship to & Bill to Only
- View Accounting Codes Only
- View Internal Notes and Attachments Only
- View External Notes and Attachments Only
- View Special Handling & AP Only
- View Ad Hoc Approver Only

Buttons and options may vary but will always be located here. Ex: Adhoc approver

# Functionality Update: Change Request

*New* - A change request for a purchase order can now be created even if there is an existing change request in Draft or Returned status.

- A message will be displayed to indicate that the existing request will be canceled and cannot be reinstated.
- Message will ask if you would like to proceed with creating a new change request.
- If the user completes the change request creation process, a new change request is created. The change request that was in Draft or Returned status is canceled.
- This is updated in history.
- Once a change request is canceled, it cannot be reinstated.

