



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

# What's Changing?

*21.3 release - 11.15.21*

# Release Highlights

On Monday, November 15, 2021 you will notice some changes in Buy-to-Pay due to the 21.3 Release. These changes include updates to the Approver, Receipt, and Change Request Screens. As well as a new search field for Contracts.

## **B2P Previews:**

- Approver Screen
- Receipt Screen
- Change Request
- Contracts Search

# Approver Screen

No functionality has changed. Page updated to more closely align with new UI.

## Before Release

Orders > Approvals > Requisitions to Approve

Group Results By: Folders

Filtered by  
 Type: Requisitions  
 Date Range: All Dates  
 View Approvals For: Amy Lester

Filter My Approvals

Type: Requisitions

Date Range: All Dates

View Approvals For: My Approvals

Total Results Found: 8

All Dates

Sort by: Submit date newest first

Assign Go

Results per folder: 20

Show requisition details expand all collapse all

My Requisition Approvals [8 results]

Requisition No.	Suppliers:	Assigned Approver	Requisition Date/Time	Prepared For	Amount	Action
3363540	BEST PEST CONTROL SERVICES	Amy Lester	10/19/2021 3:54 PM	Sample Requester101	88.00 USD	Approve
3348901	BECKMAN COULTER INC	Amy Lester	9/28/2021 11:26 PM	Teresa Frost	804.00 USD	Approve

Logout

Submit Date Newest First

Approvals

Requisitions Purchase Order Change Requests Invoices Contracts Sourcing Events Evaluation Sourcing Events Procurement Requests Contract Requests AP Requests

## After Release

Your Selections

Total Results 8 Display 20 per folder

MY REQUISITION APPROVALS 8

Date Range: All Dates

View Approvals For: My Approvals

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	REQUISITION DATE/TIME	PREPARED FOR	AMOUNT
<input type="checkbox"/> 3363540	BEST PEST CONTROL SERVICES	Amy Lester	10/19/2021 3:54 PM	Sample Requester101	88.00 USD
<input type="checkbox"/> 3348901	BECKMAN COULTER INC	Amy Lester	9/28/2021 11:26 PM	Teresa Frost	804.00 USD
<input type="checkbox"/> 3348756	METTLER-TOLEDO RAININ LLC	Amy Lester	9/28/2021 11:19 PM	Teresa Frost	377.65 USD
<input type="checkbox"/> 3348714	METTLER-TOLEDO RAININ LLC	Amy Lester	9/28/2021 1:52 PM		59.84 USD
<input checked="" type="checkbox"/> 3348232	R AND D SYSTEMS INC	Amy Lester	9/27/2021 11:16 AM		0.00 USD

1 ITEMS SELECTED

Select an action

- Select an action
- Assign
- Approve/Complete
- Forward...
- Return to Shared Folder
- Place Requisition On Hold
- Add Notes to History

# Receipt Screen

No functionality has changed. Page updated to more closely align with new UI.

Accounts Payable > Receipts > Search For Receipts > Summary - Receipt 467513

Receipt Create Date: 11/4/2021 11:58:04 AM  
Source: Manual

**Before Release**

Summary | Comments (0) | History

Delete | Add PO | Save Updates | Complete

Header Information

Receipt Name: 2021-11-04 20565799 02

Receipt No: To Be Assigned | Receipt Date: 11/4/2021 | Packing Slip No.: | Supplier Name: OTTO PIZZA | Received by: Amy Lester (Harvard)

RECEIPT ADDRESS

Quantity Receipt - 467513

Summary | Comments | Attachments | History

Receipt Name: 2021-11-04 20565799 02 | Carrier: Other

Receipt No: To Be Assigned | Tracking No.: | Invoice Reference Number: | Attachments: Add

Receipt Date: 11/4/2021 | Notes: | 1000 characters remaining

Packing Slip No.: | Supplier Name: OTTO PIZZA

Received by: Amy Lester Harvard

Receipt Address: | 1000 characters remaining

ATTN Name/Department: Jahmiel Alex... 853  
Building/Room: 8 Story St  
Cambridge, MA 02138-0000  
United States

Receipt Lines

Line Details

Show Receipt Details

PO No.	PO Line No.	Product Name	Catalog
80000003571	1	Pizza party	

**After Release**

Click icon to show or hide right sidebar

Details

Creation Date: 11/4/2021 11:58:04 AM  
Source: Manual  
Supplier: OTTO PIZZA  
Received by: Amy Lester (Harvard)

Total (200.00 USD)

Subtotal: 200.00  
Total: 200.00

Related Documents

Purchase Order: 80000003571

Line Details

PO - 80000003571

Line	Item	Catalog No.	Quantity	Status
1	Pizza party		10 EA	Received

ITEM DETAILS

PO Business Unit: Harvard (Harvard)  
Contract No.: no value  
Flex Field 2: | Attachments: Add | Notes: | 1000 characters remaining

# Change Request

New! Ability for Requestor to add a reason for the change. Approver will see the reason and changes to quantity or price are highlighted.

Change Requests • 148331647

## Before Release

Summary Comments Attachments History

### External Communication Options

Resend to Suppliers on Change Request  false  
Oracle Sync (INTERNAL USE ONLY)  true  
Resend to... POExport

### General

Status  Completed  
(9/3/2021 1:42 PM)  
Submitted 9/3/2021 12:10 PM  
Cart Name AC\_IDT\_OligosforDC\_HHMI - CR  
Accounting Date 8/13/2021  
Prepared by [redacted]  
Optional Search Field no value  
Requisition Description or Business Purpose AC\_IDT\_OligosforDC\_HHMI  
Standing Amount Based

### Ship to & Bill to

PO Comments  
Ship To  
[redacted]  
12 Oxford St  
Cambridge, MA  
United States  
Bill To  
Harvard University  
Accounts Payable  
Email invoices to

☰ 👁 🖨 ?

Completed

Change Requests • 3389296

Summary PO Preview External Communication Comments 1 Attachments History

Changes will not be sent to the Supplier.

### Change Request Reason

Reason changing quantity from 1 to 2 items

### General

Status  Pending  
COA Validation  
Wait for Validation Response  
Submitted 11/4/2021 3:11 PM  
Cart Name 21.3 test for change request - CR  
Accounting Date 11/4/2021  
Prepared by Amy Lester  
Optional Search Field no value  
Requisition Description or Business Purpose 21.3 test for change request  
Standing Amount Based PO   
Exclude PO from Auto-Close

## After Release

### 2 Items

BEST PEST CONTROL SERVICES • 2 Items • 198.00 USD

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	item 1		EA	99.00	<b>2EA</b>	<b>198.00</b>

# Contracts Search

**NEW! Ability to search by Contract Stakeholder**

Contracts > Contracts > Search Contracts

### Search Contracts - Advanced Simple Search

Contract Number	<input type="text"/>	Second Party	<input checked="" type="radio"/> Any of <input type="radio"/> All of
Contract Name	<input type="text"/>		<input type="text" value="Type to filter..."/>
Keywords	<input type="text"/>	Work Group	<input type="text" value="Type to filter..."/>
Contract Class	<input type="text" value="v"/>	By Start/End Date	<input type="text" value="All"/>
Contract Type	<input type="text" value="Type to filter..."/>	Created Date	<input type="text" value="All Dates"/>
Contract Status	<input type="text" value="Type to filter..."/>	Approvals Completed	<input type="text" value="All Dates"/>
Contract Version Type	<input type="text" value="v"/>	Scheduled Termination Date	<input type="text" value="All Dates"/>
Contract Manager	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text" value="Name, User Name, Email"/>	Contract Term Extended	<input type="text" value="v"/>
<b>Contract Stakeholder</b>	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text" value="Name, User Name, Email"/>	Include Archived	<input type="text" value="No"/>
Summary	<input type="text"/>	Contract Ended Early	<input type="text" value="v"/>

[Expand All](#) | [Collapse All](#)