



21.1 New Feature Review

April 2021

Reminder: BearBuy Unavailable

Jaggaer 21.1 Release will be promoted to our BearBuy production environment the weekend of **April 9th** and there will be associated downtime.

BearBuy production downtime will take place between **Friday, April 9, at 6 p.m. through Sunday, April 11, at 9 a.m.** to upgrade from release version 20.3 to 21.1.

What to expect during the outage:

- **BearBuy will not be available**
- **Please complete all BearBuy requests prior to the outage**

New Enhancement Feature in this Release

JAGGAER has developed a modern, clean and simplified user experience (UX) that will be live in BearBuy as of April 12. The new UX has a streamlined layout that makes navigation, processes, and locating information more intuitive. The look and feel of BearBuy will change, but the functionality will remain the same.

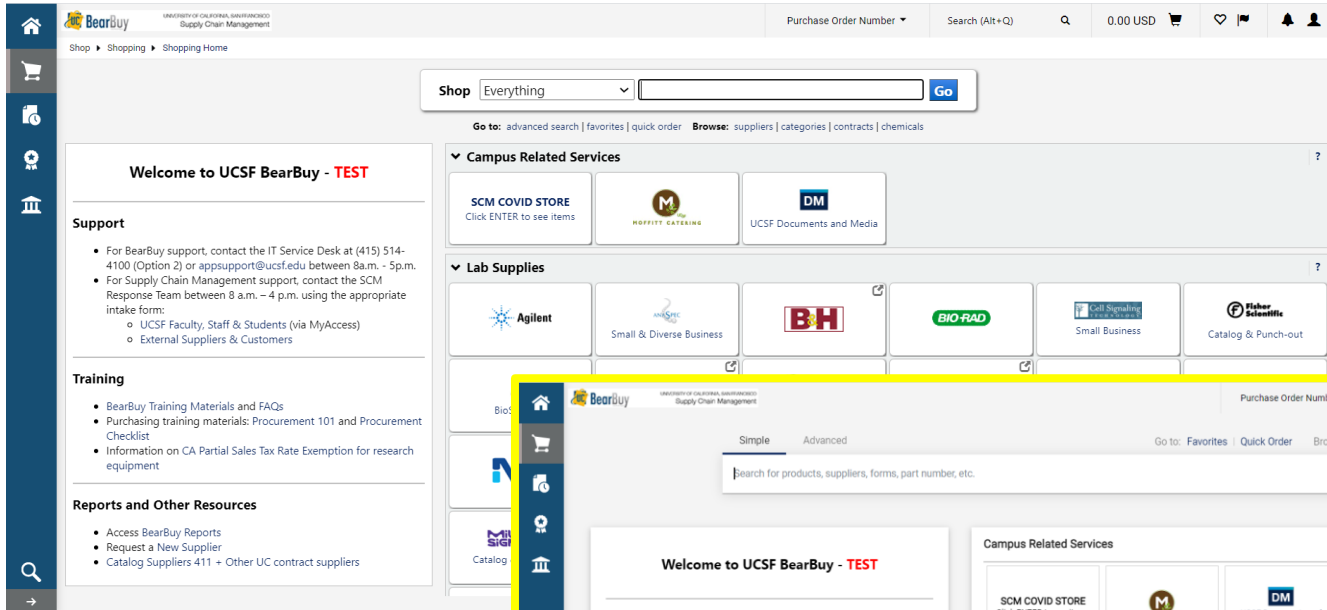
The new UX will transform the end-to-end process for shopping and search results, shopping carts, requisitions, purchase orders and invoices.

New UX

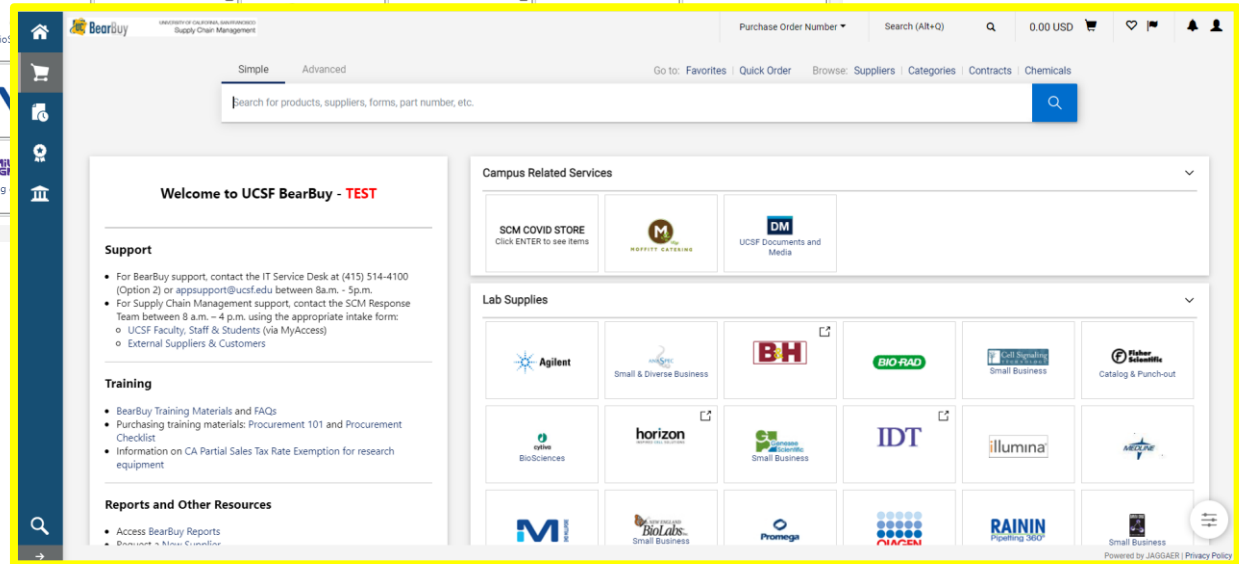
- Updated interface for shopping, requisition, purchase order, and invoice
- Simplified and streamlined shopping experience
- Redesigned clean and modern layout
- Enhanced usability and customization options
 - Collapsible sections
 - Filtered viewing options
 - Customizable product detail view
- Search results display in new grid layout

21.1 Shopping Home - Updated Look

Before 21.1



After 21.1



21.1 Shopping Home - Layout Overview

Refined layout that better utilizes screen real estate

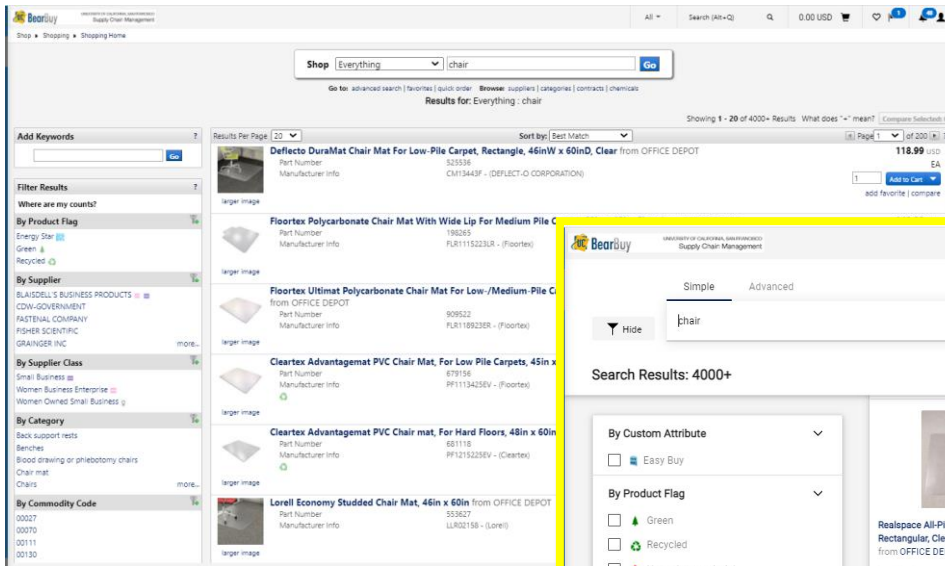
Modernized Shop at the Top search bar

Flat, modern, and minimal redesign

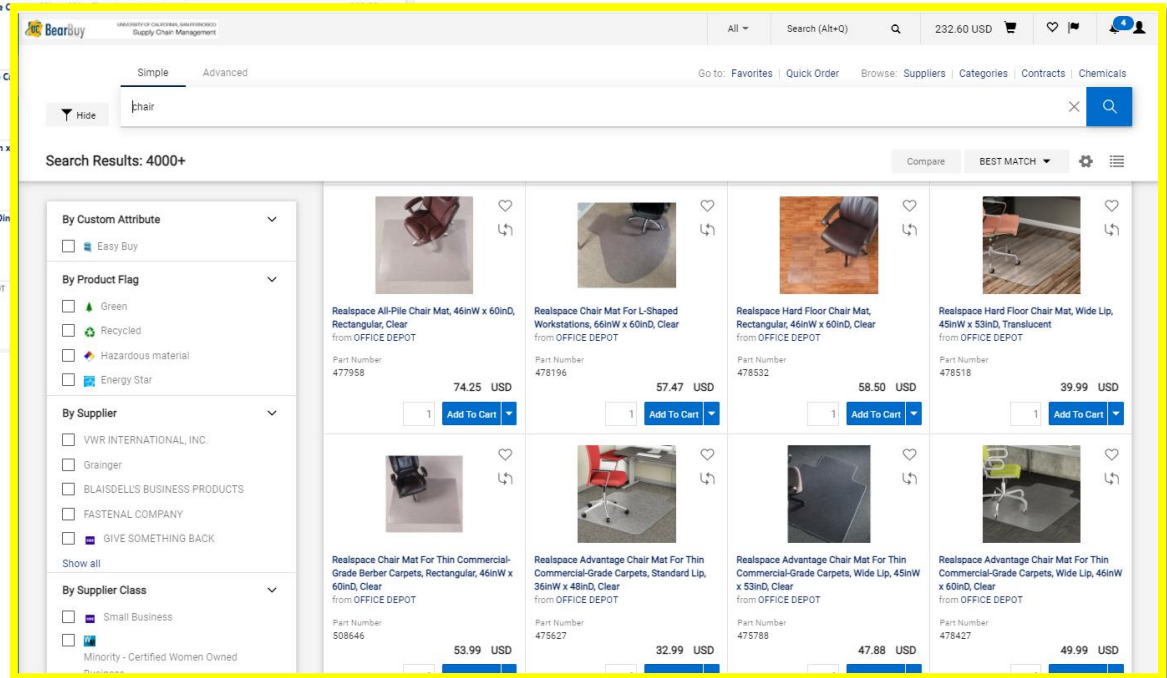
The screenshot displays the UCSF BearBuy Supply Chain Management interface. At the top, there is a navigation bar with the BearBuy logo, the text 'UNIVERSITY OF CALIFORNIA, SAN FRANCISCO Supply Chain Management', and utility links for 'All', 'Search (Alt+Q)', '232.60 USD', and user icons. Below this is a search bar with 'Simple' and 'Advanced' filters, and a search input field containing 'Search for products, suppliers, forms, part number, etc.' with a magnifying glass icon. The main content area is divided into two columns. The left column features a 'Welcome to UCSF BearBuy - TEST' message, followed by 'Support' and 'Training' sections with bulleted links to IT Service Desk, SCM Response Team, and training materials. The right column is titled 'Campus Related Services' and includes 'SCM COVID STORE', 'MOFFITT CATERING', 'DM', and 'ChemCentral Weill Building'. Below this is a 'Lab Supplies' section displaying a grid of supplier logos such as Agilent, Small & Diverse Business, BH, BIO-RAD, Cell Signalling Technology, Fisher Scientific, Cytive BioScience, horizon, GIBCO, IDT, illumina, ThermoFisher, AMERLIFE, M, BioLabs, Promega, QIAGEN, RAININ, Small Business, MILLIPORE SIGMA, SPECTRUM CHEMICAL & LAB PRODUCTS, TaKaRa, USA, and VWR. The footer contains 'Powered by JAGGAER | Privacy Policy | Got Feedback?'.

21.1 Shopping Search Results - Grid Layout

Before 21.1



After 21.1



21.1 Shopping Search Results

Compare products or sort results

Customizable product details

Modern, user-friendly filter list

Search Results: 4000+

By Custom Attribute

- Easy Buy

By Product Flag

- Green
- Recycled
- Hazardous material
- Energy Star

By Supplier

- VWR INTERNATIONAL, INC.
- Grainger
- BLAISDELL'S BUSINESS PRODUCTS
- FASTENAL COMPANY
- GIVE SOMETHING BACK

Show all

By Supplier Class

- Small Business
- Minority - Certified Women Owned

Product Grid:

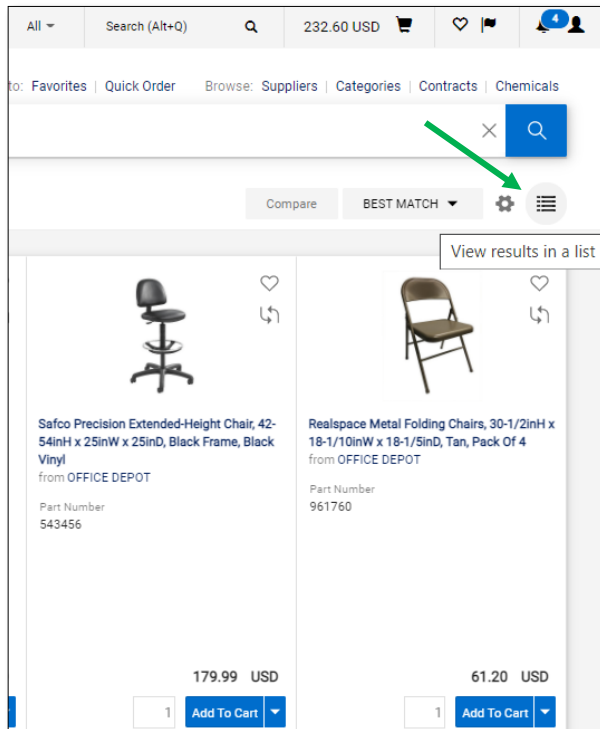
Product Name	Price (USD)
Fisher Scientific Black vinyl upholstered chairs	575.61
Fisherbrand Pneumatic Laboratory Chairs	300.41
Safoo Precision Extended-Height Chair	179.99
Realspace Metal Folding Chairs	61.20

Default search results grid layout for better visibility

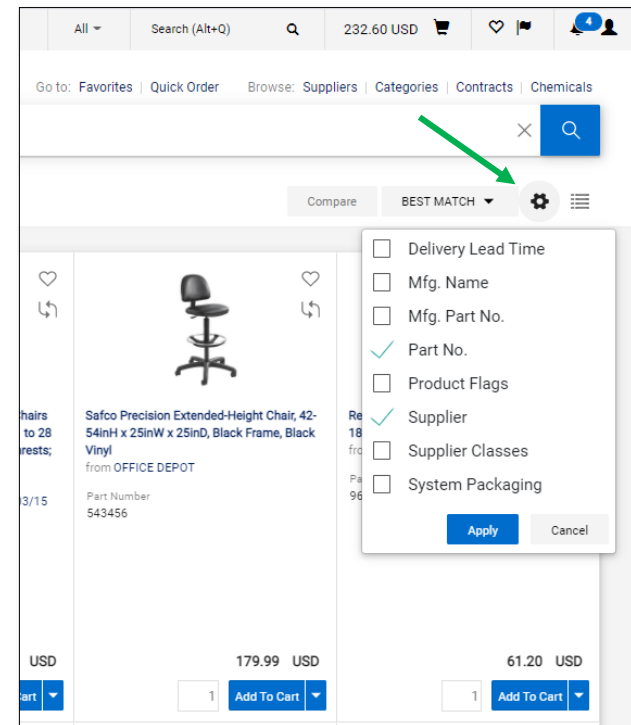
Supply Chain Management

21.1 Shopping Search Results - Customize

Click the **List** icon to flip between the Grid and List view

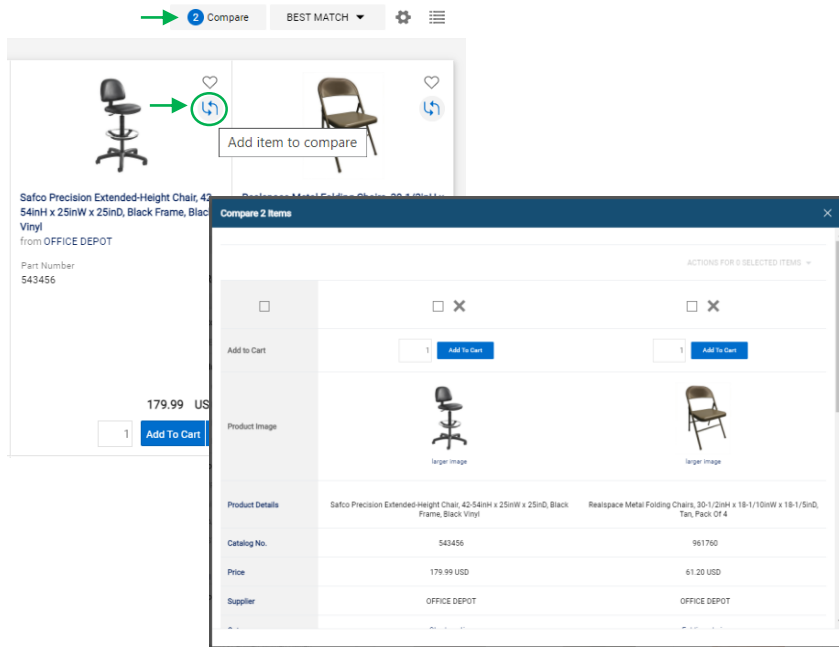


Click the **Gear** icon to select which product details to display in the results

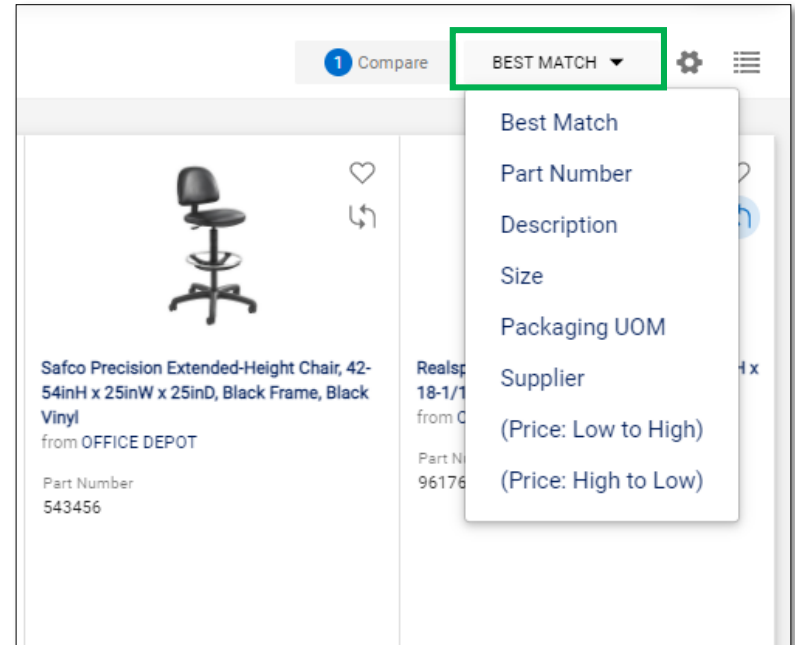


21.1 Shopping Search Results - Functionality

Click the **Compare** icon to add an item to the compare list and review product details



Click **Best Match** to change sort options



21.1 Shopping Cart Layout

Cart name is automatically saved

Shopping cart has a new search bar for adding additional items to your order

Shopping Cart ▾ test cart

Simple Advanced

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

8 Items

FISHER SCIENTIFIC OSU TEST03/15 · 3 Items · 220.71 USD

SUPPLIER DETAILS PARTIAL SALES TAX EXEMPT ONLY, Dispatch: PRN : ... ▾

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Thermo Scientific Capitol Vial 13mL Flip-Top Vials; High-clarity resin; 0.44 oz. (13mL); 500/cs.; 500/CS VETHC500	14377826	79.64	1 CS	79.64

ITEM DETAILS

Contract choose contract...

Commodity Code 00111 - Lab Suppli... ▾

Taxable ✓

Capital Expense

Estimate (290.30 USD)

Total: 290.30

Proceed To Checkout

Assign Cart

Ext. Price

79.64

- Remove
- Change Price
- Line Item History
- Add to Favorites
- Move to Another Cart >
- Add to Draft Cart or Pending PR/PO >

Line-item actions are available when selecting a line then clicking the ellipsis

21.1 Shopping Cart Checkout

The checkout page is a mirror of what the Requisition will look like once the order is submitted into workflow.

The screenshot shows the BearBuy interface for Requisition 3240367. The page is divided into several sections: Procurement Department, Optional Approval, Shipping And Purchase Order, and External Notes and Attachments. A dropdown menu is open over the Requisition number, showing options: Return to Cart, Copy to New Cart, Add Comment, and Continue Shopping. The right sidebar shows a Draft status with a Total of 160.13 USD, a Subtotal of 160.13, and buttons for Place Order and Assign Cart. The workflow section shows the next step as 'Wait for PR Validation 1' and 'There are no approvers'. Annotations with blue arrows point to various elements: the Procurement Department field, the Requisition dropdown menu, the Optional Approval section, the Shipping And Purchase Order section, the External Notes and Attachments section, and the Place Order/Assign Cart buttons.

Available actions dropdown menu

Field values in sections are editable*

Sections are collapsible

Place Order or Assign Cart*

21.1 Shopping Cart Layout – Edit Values

Requisition : 3240367

Summary | PO Preview | Comments | Attachments | History

Accounting Codes

Account	MC Acct	Speed Type	Fund	Department ID	Project	Activity Period	Function	Flexfield	Business Unit	CPFM Ref#1	CPFM Ref#2
no value	no value	FCPCUCSF	no value	no value	no value	no value	no value	no value	SFCMP Univ of California CAMPUS	no value	no value

Internal Notes and Attachments | **External Notes and Attachments**

Internal Note: no value
Internal Attachments: Add

Note to all Suppliers: no value
Attachments for all suppliers: Add
PO Clauses: 2 View

Billing | Miscellaneous Information | Asset M

Click the **Pencil** icon to edit information in sections of the document

Make edits and click **Save Changes** or **Close** to exit

Edit Internal Notes And Attachments

Internal Note

Internal Note

1000 characters remaining expand | clear

Save Changes Close

21.1 Approval Functionality

Requisition : 2872448

Summary PO Preview Comments Attachments History

Procurement Department Optional Approval

Procurement Dept Code Requisition Pre- no value

408037 BearBuy UNIVERSITY OF CALIFORNIA, SAN FRANCISCO Supply Chain Management

F_FIN Supp

Requisition : 2872448

- Assign to myself
- Approve/Complete Step & Show Next
- Approve/Complete Step
- Copy to New Cart
- Add Comment
- Add Notes to History
- View My Orders (Last 90 Days)
- Continue Shopping

General

Status

Optional Approval

Requisition Pre- Approver

Ad Hoc Appro

Ad Hoc Appro

Shipping An

Status Pending Procurement Dept Code Approval Delivery To Ac

Pending

Total (5,000.00 USD)

Subtotal 5,000.00

5,000.00

Assign To Myself

Approve & Show Next

Approve

Submitted 1/22/2020 11:54 AM Rev Requirer: 5

Approvers can assign and approve orders from the actions on the right side of the screen

Approvers can take actions on an order using the dropdown menu at the top of the page

21.1 Purchase Order Layout

Before 21.1

Purchase Order : B00005066C Revision 0

General Information	Shipping Information	Billing/Payment
PO/Reference No. B00005066C	Delivery To Address	Bill To
Revision No. 0	Deliver To Location <i>no value</i>	Payment/Billing Inquiry: Supplierinquiry@ucsf.edu/415-502-3331
Priority Normal	Delivery Options	Email Invoices to: COAPMail@ucsf.edu
Supplier Name Smith Andersen North	Expedite <input checked="" type="checkbox"/>	Supply Chain Management Accounts Payable - Box 0812
Address dfasdf dfasdf adfsdaf, dfasdf United States	Ship Via Best Carrier-Best Way	1855 Folsom St., Rm 300 San Francisco, CA 94143-0812 United States
Purchase Order Date 1/26/2021	Requested Delivery Date <i>no value</i>	BillTo Address Code Central Accounting
Total 4,500.00	Ship To	Billing Options
Requisition Number 3159744 view print	Attn: SCM Dept Lian Sussmann 1855 Folsom St Mission Ctr 107B San Francisco, CA 94103 United States	Accounting Date <i>no value</i>
Review Before Pay <i>no value</i>	ShipTo Address Code 2415107B	Payment Terms 0, Net 0
Contact Information		F.O.B. <i>no value</i>
Owner Name Lian Sussmann - Local		
Owner Phone +1 415-476-4312		

After 21.1

Purchase Order : B00005066C Revision 0

General Information	Shipping Information	Billing/Payment
PO/Reference No. B00005066C	Delivery To Address	Bill To
Revision No. 0	Deliver To Location <i>no value</i>	Payment/Billing Inquiry: Supplierinquiry@ucsf.edu/415-502-3331
Priority Normal	Delivery Options	Email Invoices to: COAPMail@ucsf.edu
Supplier Name Smith Andersen North	Expedite <input checked="" type="checkbox"/>	Supply Chain Management Accounts Payable - Box 0812
Address dfasdf dfasdf adfsdaf, dfasdf United States	Ship Via Best Carrier-Best Way	1855 Folsom St., Rm 300 San Francisco, CA 94143-0812 United States
Purchase Order Date 1/26/2021	Requested Delivery Date <i>no value</i>	BillTo Address Code Central Accounting
Total 4,500.00	Ship To	Billing Options
Requisition Number 3159744 view print	Attn: SCM Dept Lian Sussmann 1855 Folsom St Mission Ctr 107B San Francisco, CA 94103 United States	Accounting Date <i>no value</i>
Review Before Pay <i>no value</i>	ShipTo Address Code 2415107B	Payment Terms 0, Net 0
Contact Information		F.O.B. <i>no value</i>
Owner Name Lian Sussmann - Local		
Owner Phone +1 415-476-4312		

Completed

Total (4,500.00 USD)

Subtotal 4,500.00

4,500.00

Related Documents

Requisitions: 3159744

Invoices: 59003445

Invoices: 59003446

What's next?

Workflow

Submitted 1/26/2021 4:51 PM Lian Sussmann - Local

RevisePO Completed

PODistribution Completed

21.1 Purchase Order Layout – Overview

Updates to requisitions, purchase orders, and invoice layouts are similar.

Action items dropdown menu

Collapsible sections to minimize clutter

Customizable viewing options

The screenshot shows the BearBuy interface for a Purchase Order (B00005066C Revision 0). The interface includes a top navigation bar with search and user options, a breadcrumb trail, and a main content area with several sections: Shipping Information, Billing/Payment, and a summary panel on the right. A dropdown menu is open over the 'Purchase Order' link, listing actions like 'Add Comment', 'Add Notes to History', 'Create Quantity Receipt', 'Create Cost Receipt', and 'Print Fax Version'. The summary panel on the right shows a 'Completed' status with a total of 4,500.00 USD, related documents, and a workflow preview.

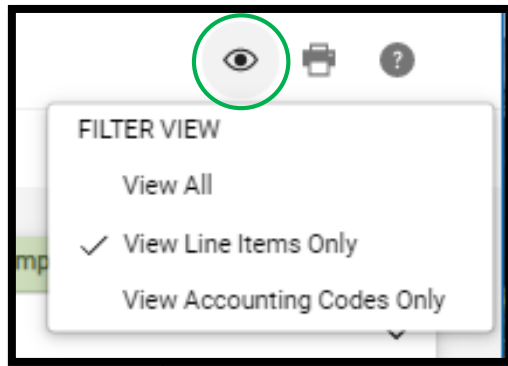
Section	Field	Value
Shipping Information	Delivery To Location	no value
	Expedite	✗
	Ship Via	Best Carrier-Best Way
	Requested Delivery Date	no value
Billing/Payment	Bill To	Payment/Billing Inquiry: Supplierinquiry@ucsf.edu/415-502-3331 Email Invoices to: COAPMail@ucsf.edu Supply Chain Management Accounts Payable - Box 0812 1855 Folsom St., Rm 300 San Francisco, CA 94143-0812 United States
	BillTo Address Code	Central Accounting Code
	Billing Options	
	Ship To	
Summary Panel	Total (4,500.00 USD)	4,500.00
Summary Panel	Subtotal	4,500.00
Summary Panel	Total	4,500.00

Easy access to related documents

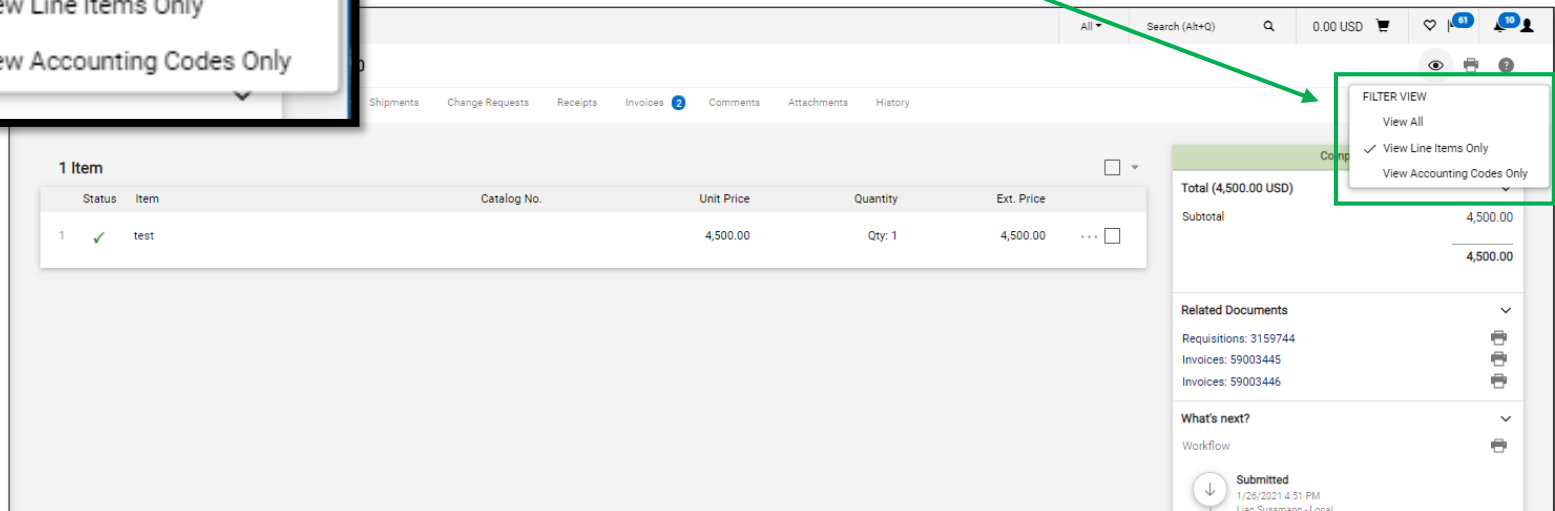
Workflow preview, hover and scroll to see more

21.1 Document Layout – Filter View

Click the new Filter View **eye** icon to select how much information will be displayed on the page



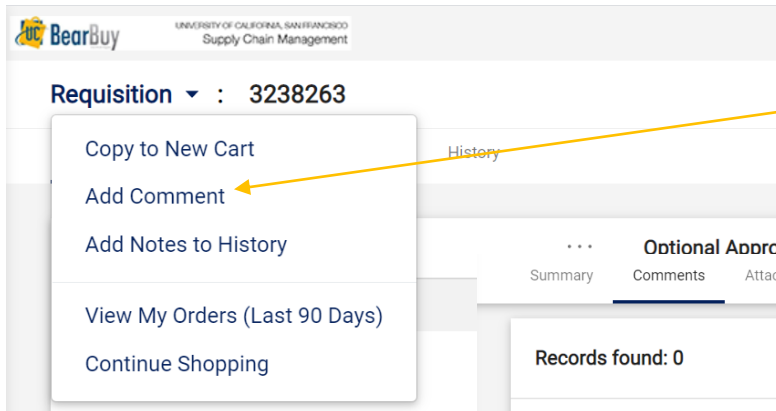
Select between View All, View Line Items Only, and View Accounting Codes Only



Note: The selected eye filter view will persist unless changed

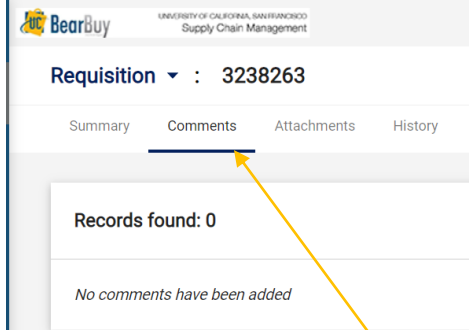
Supply Chain Management

21.1 Comments

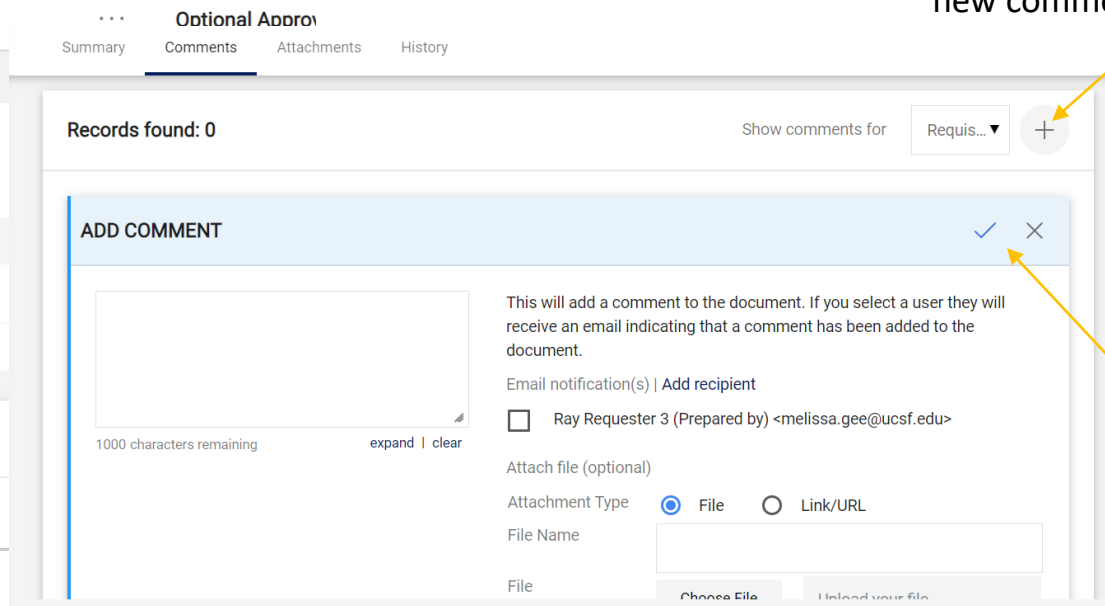


Comments can be added using the action items down at the top of the document

Click the + to add a new comment



Comments can be added using the Comments tab



Click the checkmark to save your comment or the X to cancel

Browser Requirements

BearBuy is **only** supported on the following browsers and versions:

Internet Explorer (IE) 11

Firefox - latest version

Chrome - latest version

Safari - latest version

Resources

BearBuy Training Materials: <https://supplychain.ucsf.edu/bearbuy-training>

BearBuy System Requirements: <https://supplychain.ucsf.edu/bearbuy-training#System%20Requirements>

Additional Questions

For BearBuy support, contact the IT Service Desk at (415) 514-4100 (Option 2) or appsupport@ucsf.edu between 8a.m. - 5p.m.