



21.3 New Feature Review

November 2021

Reminder: BearBuy Unavailable

Jaggaer 21.3 Release will be promoted to our BearBuy production environment the weekend of **November 12th** and there will be associated downtime.

BearBuy production downtime will take place between **Friday, November 12th, at 6 p.m. through Sunday, November 14th, at 9 a.m.** to upgrade from release version 21.2 to 21.3.

What to expect during the outage:

- **BearBuy will not be available**
- **Please complete all BearBuy requests prior to the outage**
- **BearBuy will be available on Monday, November 15.**

New Enhancement Features in this Release

The **JAGGAER 21.3** update includes more improvements to streamline, simplify, and modernize the user interface with an update to the **Approvals** page.

The **21.3** updates to **Approvals** feature a new, modern interface and updates to the layout including changes to the **Quick View**, **Assign**, **Approve** and **Attachment** icons. The drop-down **Actions** menu has been replaced with a pop-up window that opens when one or more documents are selected.

21.3 Updates - Enhanced Approvals Page

- **New Experience View:** Layout and button updates
 - **New Tabs** across the top of each page
 - Replaces the *Type* filter: Easier way to access documents waiting to be approved
 - **Your Selections** replaces the *Filtered by* menu name
 - **Filters** replaces *Filter My Approvals*
 - Updated icon to expand and collapse the left filters sidebar
 - Updated icons for **Quick View**, **Assign**, and **Attachments**
- **New Actions Pop-Up Window** that opens when one or more documents are selected
 - Replaces the drop-down *Action Menu*

21.3 Enhanced Approvals Page – New Experience View

The **Approvals** page has been updated to a streamlined, modernized user experience introduced in other areas of the system in a prior release.

Before 21.3

Orders > Approvals > Requisitions to Approve

Group Results By: **List**

Showing 1 - 20 of 198 Results

Results Per Page: **20** | Sort by: Submit date newest first | Page 1 of 10 | Go

Hide requisition details

Requisition No.	Suppliers	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
3387009	FISHER SCIENTIFIC	Not Assigned	11/2/2021 10:58 PM	Lian Sussmann - Local	1,270.01 USD	Assign
Requisition Name: RPA complex combo No. of line items: 9 0 Days in folder [Procurement Dept Code: 139400 (M_Orthopaedic Surgery); (All Values)]						
3386924	FISHER SCIENTIFIC	Not Assigned	11/2/2021 10:41 PM	Lian Sussmann - Local	2,822.17 USD	Assign
Requisition Name: OFFICE DEPOT PerkinElmer Life and Analytical Sciences more... No. of line items: 9						
3381538	AGILENT TECHNOLOGIES, INC.					
Requisition Name: Grainger RPA complex c						
3381255	AGILENT TECHNOLOGIES, INC.					
Requisition Name: RPA Bot - Hoste No. of line items: 13						
3381283	FISHER SCIENTIFIC					
Requisition Name: RPA Bot - Form No. of line items: 2						
3381252	VWR INTERNATIONAL, INC.					
Requisition Name: RPA Bot - Fund No. of line items: 10						
3381247	AGILENT TECHNOLOGIES, INC.					
Requisition Name: RPA Bot - Fund No. of line items: 10						

Filter My Approvals

Type: Requisitions
Date Range: All Dates
View Approvals For: Bernardo Simon - Local

Supplier

- FISHER SCIENTIFIC (66)
- AGILENT TECHNOLOGIES, INC (56)
- VWR INTERNATIONAL, INC (23)
- GETINGE USA, INC (22)

Supplier Class

- Science Catalog Supplier (12)
- Minority - Certified Women Owned Business (9)
- CAO Science Catalog (6)
- Contracts & Grants Subawards/Subcontracts (8)

Current Workflow Step

- Procurement Dept Code Approval (195)
- RPA Validation (3)

Prepared For

- Lian Sussmann - Local (142)
- Ray Requisitioner (32)

After 21.3

Approvals

Requisitions

Your Selections

Date Range: All Dates

Filters

- ^ SUPPLIER
 - FISHER SCIENTIFIC 113
 - AGILENT TECHNOLOGIES, INC 71
 - VWR INTERNATIONAL, INC. 56
 - GETINGE USA, INC. 22
 - SPECTRUM CHEMICAL & LAB PRODUCTS 21
- ^ SUPPLIER CLASS
 - Small Business 21
 - Minority - Certified Women Owned Business 21
 - Science Catalog Supplier 15

Total Results **342** | Display **20 per folder**

> MY PR APPROVALS 3

▼ PROCUREMENT DEPT CODE: 139400 (M_ORTHOPEAIDIC SURGERY); (ALL VALUES) 209

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT	
2327768	FISHER SCIENTIFIC	Kevin Anderson	7/12/2018 3:42 PM	Lian Sussmann - Local	9,810.00 USD	
Requisition Name: test No. of line items: 1 1214 Days in folder [Procurement Dept Code: 139400 (M_Orthopaedic Surgery); (All Values)]						
2375792	AGILENT TECHNOLOGIES, INC	Not Assigned	8/24/2018 4:15 PM	Lian Sussmann - Local	11,500.00 USD	
Requisition Name: test No. of line items: 1 1102 Days in folder [Procurement Dept Code: 139400 (M_Orthopaedic Surgery); (All Values)]						
2490804	AGILENT TECHNOLOGIES, INC	Not Assigned	12/10/2018 1:25 PM	Lian Sussmann - Local	1,011.00 USD	

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21.3 Enhanced Approvals Page – Overview

Tabs replace the Type filter

Your Selections replaces the Filtered by menu

Updated icon for sidebar controls


Filters replace Filter My Approvals


Relocated Sort By field

The filter view icon replaces the Group Results By: field

Updated Assign icon

A dynamic pop-up window replaces the Actions drop down menu

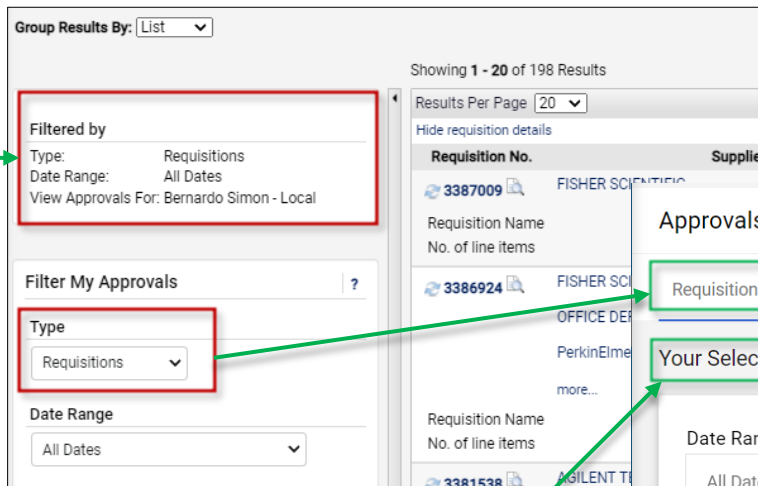
- Click the quick view icon  next to an item to view a printer-friendly version of a document.

- If an attachments icon  is displayed, users can click the icon to open the Attachments tab of a document.

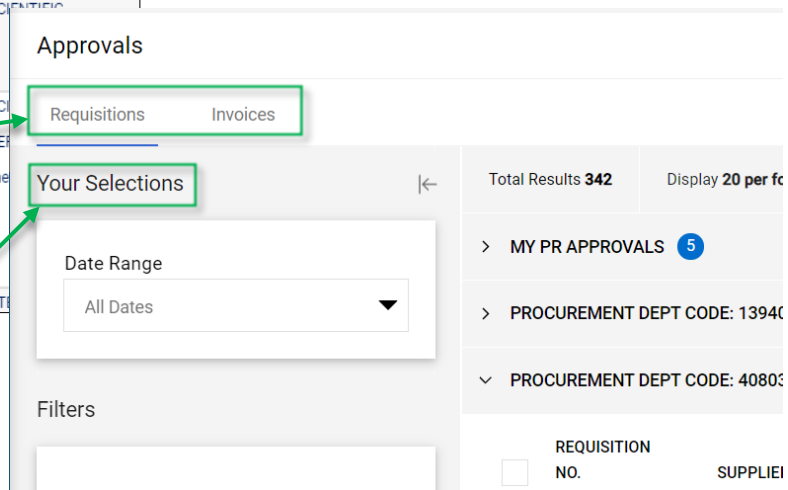
21.3 Enhanced Approvals Page – Tabs*

The **Type** filter in the left menu of Approval pages has been replaced with **Tabs** across top of the page.

Before 21.3



After 21.3



In the left sidebar, *Filtered by* has been replaced with **Your Selections**.

**Visibility to document tabs dependent on BearBuy assigned role(s)*

Supply Chain Management

21.3 Enhanced Approvals Page – Filters

In the left sidebar menu, *Filter My Approvals* has been replaced with **Filters**. Click the **Select Multiple** link to view additional filter selections in a pop-up window.

Before 21.3

The screenshot shows the 'Filter My Approvals' sidebar menu. It includes sections for 'Type' (Requisitions), 'Date Range' (All Dates), 'View Approvals For' (My Approvals), and 'Supplier'. The 'Supplier' section lists various suppliers with their counts, such as 'FISHER SCIENTIFIC (66)', 'AGILENT TECHNOLOGIES, INC (56)', and 'VWR INTERNATIONAL, INC. (23)'. A red box highlights the 'Filter My Approvals' section.

After 21.3

The screenshot shows the 'Filters' sidebar menu. It includes sections for 'Requisitions' and 'Your Selections'. The 'Your Selections' section shows a 'Date Range' dropdown set to 'All Dates'. The 'Filters' section is expanded to show a list of suppliers with their counts: 'FISHER SCIENTIFIC (113)', 'AGILENT TECHNOLOGIES, INC (73)', 'VWR INTERNATIONAL, INC. (56)', 'GETINGE USA, INC. (22)', and 'SPECTRUM CHEMICAL & LAB PRODUCTS (21)'. A green box highlights the 'Filters' section, and a green arrow points from the 'Filter My Approvals' section in the 'Before 21.3' screenshot to this section. A 'Select Multiple' link is visible at the bottom of the list.

The screenshot shows the 'Refine Search Results' pop-up window. It displays a list of suppliers with checkboxes next to their names and counts. The list includes 'ABCAM INC (2)', 'AGILENT TECHNOLOGIES, INC (56)', 'ANASPEC INCORPORATED (1)', 'BEACH & PARK CHALET BREWERY & RESTAURANT (1)', 'BIO TECH PRODUCTIONS INC (3)', 'BIO WORLD LAB ESSENTIALS (2)', 'BIO-RAD LABORATORIES, INC (1)', 'CANON FINANCIAL SERVICES INC (2)', 'DOE, JANE (1)', 'FIBER INSTRUMENTS SALES INC (1)', 'FISHER HEALTHCARE (1)', 'FISHER SCIENTIFIC (66)', 'FIVE STAR TRAVEL SERVICES (1)', 'FOSTER & SMITH (2)', 'GENSCRIPT USA INC (1)', 'GETINGE USA, INC. (22)', 'Granger (9)', 'GRAYBAR ELECTRIC CO INC (5)', 'INTEGRATED DNA TECHNOLOGIES INC (1)', 'ISC/Biospress (1)', 'LIFE TECHNOLOGIES CORPORATION (8)', 'Medline Industries Inc (5)', 'Millipore Corp (1)', and 'OFFICE DEPOT, (12)'. A green arrow points from the 'Select Multiple' link in the 'Filters' section to the 'Refine Search Results' window.

21.3 Enhanced Approvals Page – Sidebar Controls

The sidebar controls have been updated. Click the icon to expand → or collapse ← the left menu.

Before 21.3

Orders > Approvals > Requisitions to Approve

Group Results By: List

Showing 1 - 20 of 198 Results

Results Per Page 20

Hide requisition details

Filtered by

Type: Requisitions
Date Range: All Dates
View Approvals For: Bernardo Simon - Local

Filter My Approvals ?

Type: Requisitions

Date Range: All Dates

View Approvals For: My Approvals

Supplier: FISHER SCIENTIFIC (66), AGILENT TECHNOLOGIES, INC (56)

Requisition No.	Requisition Name	No. of line items
3387900	FISHER SCIENTIFIC	9
3386924	FISHER SCIENTIFIC OFFICE DEPOT PerkinElmer Life and more...	9
3381538	AGILENT TECHNOLOGIES, INC FISHER SCIENTIFIC Grainger	8
3381255	AGILENT TECHNOLOGIES, INC	8

After 21.3

Approvals

Requisitions

Your Selections

Date Range: All Dates

Filters

^ SUPPLIER

FISHER SCIENTIFIC

AGILENT TECHNOLOGIES, INC

VWR INTERNATIONAL, INC.

GETINGE USA, INC.

SPECTRUM CHEMICAL & LAB PRODUCTS

See all Supplier | Select Multiple

^ SUPPLIER CLASS

Click to collapse

Click to expand

Total Results 342

Display 20 per folder

> MY PR APPROVALS 5

REQUISITION NO. SUPPLIERS

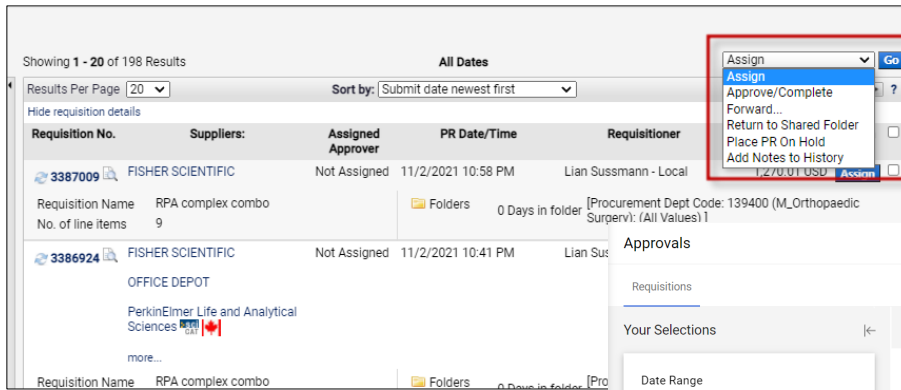
2327768 FISHER SCIENTIFIC

2375792 AGILENT TECHNOLOGIES, INC

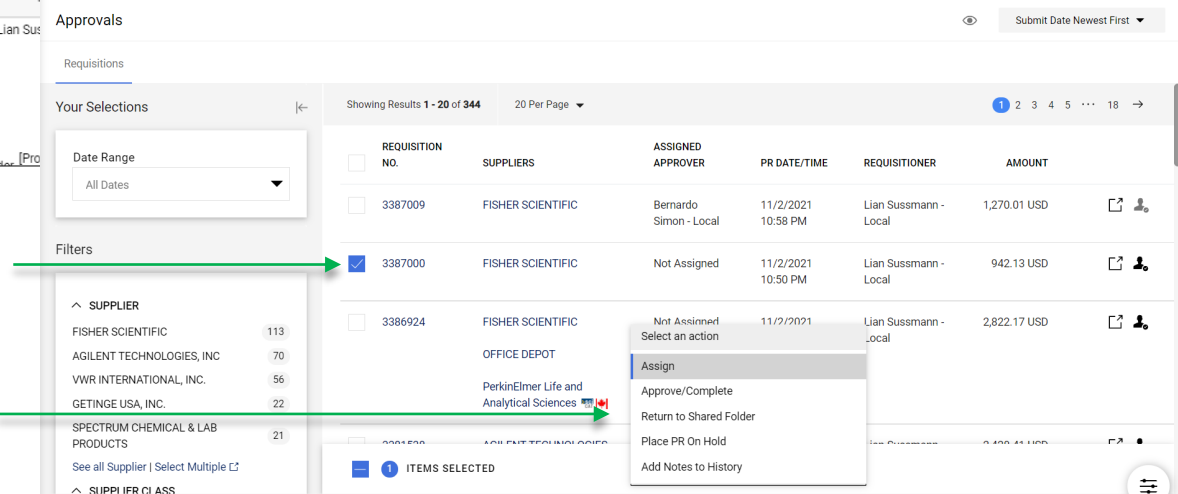
21.3 Enhanced Approvals Page – Actions

The drop-down Actions menu has been replaced with a **pop-up window** that opens when one or more documents are selected.

Before 21.3



After 21.3



Click the checkbox to select one or more documents

Select an action from the pop-up window at the bottom of the page*

**Before approving a requisition, carefully review the requisition for accuracy and compliance.*

21.3 Enhanced Approvals Page – Sort By:

The **Sort by:** field has moved to the top right corner of the page.

Before 21.3

Showing 1 - 20 of 198 Results

Results Per Page 20

Hide requisition details

Sort by: Submit date newest first

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner
3387009	FISHER SCIENTIFIC	Not Assigned	11/2/2021 10:58 PM	Lian Susi Local

After 21.3

Results 1 - 20 of 198

20 Per Page



Submit Date Newest First

- Requisition Number Descending
- Requisition Number Ascending
- Submit date newest first
- Submit date oldest first
- Folder Entry date newest first
- Folder Entry date oldest first
- Total high to low
- Total low to high

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER
3387009	FISHER SCIENTIFIC	Not Assigned	11/2/2021 10:58 PM	Lian Susi Local

Requisition Name RPA complex combo Folders 0 Days in folder [Procurement Dept Code: 139400 (M_Orthopa







21.3 Enhanced Approvals Page – Assign Icon

Click the assign icon  to assign a document to an approver. If the icon is gray , the document has already been assigned to an approver.

Approvals Submit Date Newest First ▼

Requisitions

Showing Results 1 - 20 of 344 20 Per Page ▼ 1 2 3 4 5 ... 18 →

<input type="checkbox"/>	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT	
<input type="checkbox"/>	3387009	FISHER SCIENTIFIC	Bernardo Simon - Local	11/2/2021 10:58 PM	Lian Sussmann - Local	1,270.01 USD	
<input type="checkbox"/>	3387000	FISHER SCIENTIFIC	Not Assigned	11/2/2021 10:50 PM	Lian Sussmann - Local	942.13 USD	
<input type="checkbox"/>	3386924	FISHER SCIENTIFIC OFFICE DEPOT PerkinElmer Life and Analytical Sciences 	Not Assigned	11/2/2021 10:41 PM	Lian Sussmann - Local	2,822.17 USD	
<input type="checkbox"/>	3381538	AGILENT TECHNOLOGIES, INC	Not Assigned	11/2/2021 10:33 PM	Lian Sussmann - Local	2,428.41 USD	

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

*Pop-up blockers must be disabled

Supply Chain Management

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.



Thank you!