Supply Chain Management

BearBuy:
23.2 New Feature Review

July 2023

Reminder: BearBuy Unavailable

Jaggaer 23.2 Release will be promoted to our BearBuy production environment the weekend of July 14 and there will be associated downtime.

BearBuy production downtime will take place between **Friday, July 14, at 6 p.m. through Sunday, July 16, at 9 a.m.** to upgrade from release version 23.1 to 23.2. To avoid delays, please complete all BearBuy requests prior to the system maintenance. BearBuy will be available on **Monday, July 17.**

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, July 17.

Key Changes

- **Minor Updates to the Interface**

  - Improved ease of use with revised hide sidebar functionality

  - Improved readability with new Approve button to replace checkmark on Approvals page
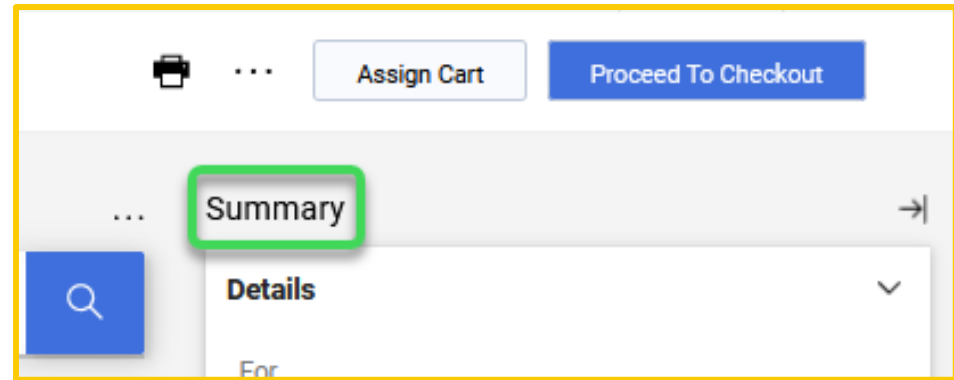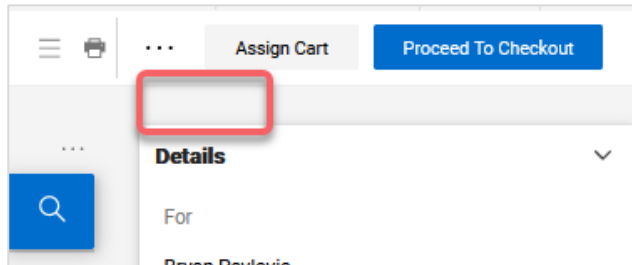
23.2 Visual Updates to Requisitions/Purchase Orders/Invoices

A **Summary** label has been added to the workflow details sidebar on requisitions, purchase orders and vouchers. Previously, there was no header above the sidebar.
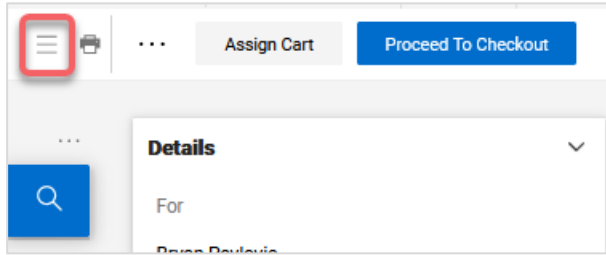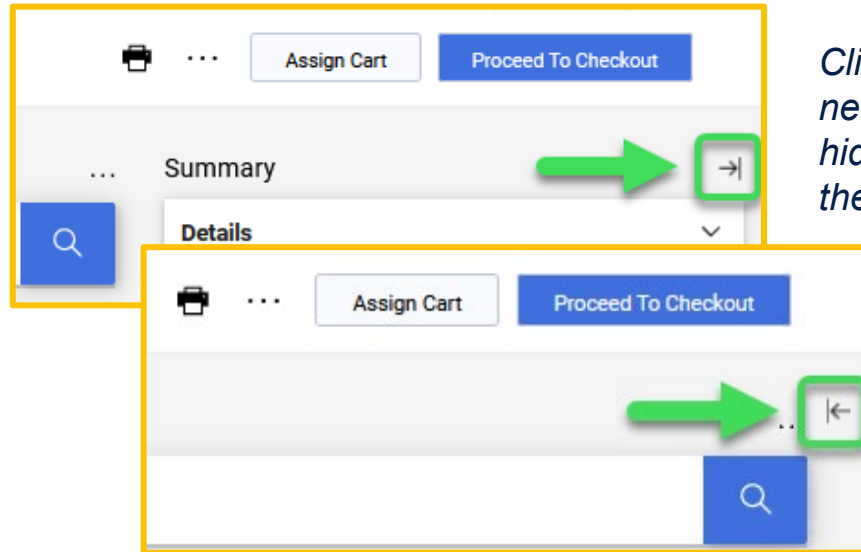
After 23.2

Before 23.2

23.2 Visual Updates to Requisitions/Purchase Orders/Invoices

The **Hide Sidebar** icon has been intuitively redesigned and relocated near the **Summary** label. Previously, the hide sidebar icon was a hamburger stack at the top right corner of the page.

After 23.2

Before 23.2

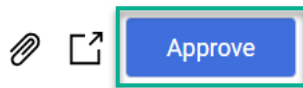*Click the new icon to hide or view the sidebar*

23.2 Visual Updates to Approvals Page

Previously, a checkmark indicated a document was ready to be approved. The checkmark has been replaced with an **Approve** button.

Before 23.2

After 23.2

It is recommended to navigate to the requisition or voucher to review the details of the transaction prior to approving and not approving directly from the Approvals page.

Browser Requirements

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

- Microsoft Edge - latest version

- Firefox - latest version

- Chrome - latest version

- Safari - latest version

*Pop-up blockers must be disabled

Resources

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

Questions & Support

For BearBuy support, contact the IT Service Desk at (415) 514-4100 (Option 2) or

appsupport@ucsf.edu between 8 a.m. – 5 p.m.