UDX Changes in 22.3 Release
22.3 Release Changes

• Jaggaer, the host of UD Exchange, releases three annual updates to their software.
• Releases happen first in the Test instance for review and validation, and then take place in Production a few weeks later. The dates are marked on the Procurement Events calendar on our website.
• The following slides pertain to updates for the 22.3 Release, which was made available in Test on Sunday, October 9, and will release to Production on Sunday, November 6. **Please note that UD Exchange will be unavailable beginning at 8 PM on Friday, November 4 while the update is being deployed.**
Cosmetic Changes

The changes on the following slides relate to user experience and layout.
The Supplier's Name is now in large print at the top of the Purchase Order page – as usual, it is still a link to the supplier record.
Dropdowns that used to be associated with a caret next to the PO are now available from an ellipses to the right.
The ellipses dropdown is on all documents, including requisitions and vouchers, and the caret is removed.
Requisitions, POs and other documents will now indicate if the PO Owner is inactive. This will more efficiently enable end users to comment to Procurement Help on the PO to change the PO Owner to an active user for voucher approval routing.
Amazon

Amazon is introducing Integrated Search, to find products on Amazon from within UD Exchange rather than their website.
Currently, product search (Shopping>Advanced Search) in UD Exchange only returns results for Level 2 catalog suppliers (no pricing) and hosted catalog suppliers (with pricing).
With Amazon’s new Integrated Search feature, when you search on a keyword, you will see Amazon results in a new tab called External Marketplace Results. It will show UD’s pricing and actual availability of the product. Clicking on an item will take you to Amazon.

Existing restrictions or warnings, such as office supplies, will come over marked as such also.
E-mail Notifications

Users who have set their password in their profile for email approvals of requisitions or vouchers will now receive the link to approve in reminder emails as well as notification emails.
Re: Reminder for requisition(s) pending approval in workflow step
Folder: EVP - DPS - Procurement Services

Dear Dottie DPS,

The following requisition(s) are in a shared folder pending for approval:

Requisition # 3356940 entry submitted since 10/10/2022 (Take Action on this REQUISITION)

Requisition # 3397470 entry submitted since 11/10/2021 (Take Action on this REQUISITION)

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Please "Approve or Reject" as soon as possible.

You can approve or reject requisition(s) on line by clicking the URL below
https://usertest.scisquest.com/apps/Router/ReqMyApprovals?
FromLink=true&tstmtp=1665568962896&AuthUser=6220474

Thank you,
University of Delaware

Clicking each link will allow you to take action without logging into the application and only entering your PIN.

This link will still take you to log into UD Exchange.
If you do not have your approval code set up in your profile, you will need to log into UD Exchange from your browser to approve. However, you will still get the “Take Action on this Requisition” link in the email – it will NOT work until you have set your email approval code. For more information about approving by email, please see our guide, “Initiating Email Approvals.”
Additional Functionality

- There are other features of the 22.3 release that are not intended to impact end users, or involve aspects of the system not implemented at UD.
- If you encounter additional issues on or after November 6, please send a screenshot and as much detail as possible to procurement@udel.edu and our team will investigate.