



## **18.3 New Feature Review**

### **November 2018**

# Enhancements in this Release

- Ability to Add an Ad-Hoc Approver during Requisition Approval Workflow

# Reminder: BearBuy Unavailable

**BearBuy will be unavailable Friday, November 9<sup>th</sup> at 6PM through Sunday, November 11<sup>th</sup> at 9AM to upgrade from release version 18.2 to 18.3 and apply new features.**

- BearBuy will be available on Monday, November 12th

## **What to expect during the outage:**

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

## Ability to Add an Ad-Hoc Approver during Requisition Approval Workflow

Previously, an ad-hoc approver could not be added once a requisition was submitted into approval workflow. In 18.3, Requisition Approvers can add an ad-hoc approver during requisition approval workflow. This can be useful when a one-time approval is needed from an approver who is not in the regular requisition approval workflow.

General			
Status	Submitted	Cart Name	Ad-Hoc Approver
Pending	11/6/2018 10:42 AM	18.3 Test	Select
Procurement Dept Code Approval (Amy Approver4)			

Once an approver assigns a requisition to themselves they will be able to select an Ad-Hoc Approver.

The option to select an Ad-Hoc Approver is located on the Requisition in the General section.

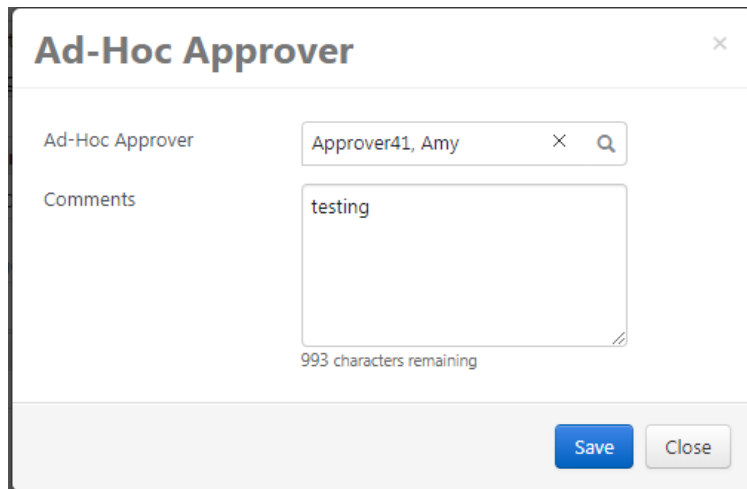
### ***BearBuy roles that can add an Ad-Hoc Approver:***

- Requisition Approver
- Requester and Approver
- M&E Approver

### ***BearBuy roles that can be added as an Ad-Hoc Approver:***

- Requisition Approver
- Requester and Approver

# Ability to Add an Ad-Hoc Approver during Requisition Approval Workflow



**Ad-Hoc Approver**

Ad-Hoc Approver: Approver41, Amy

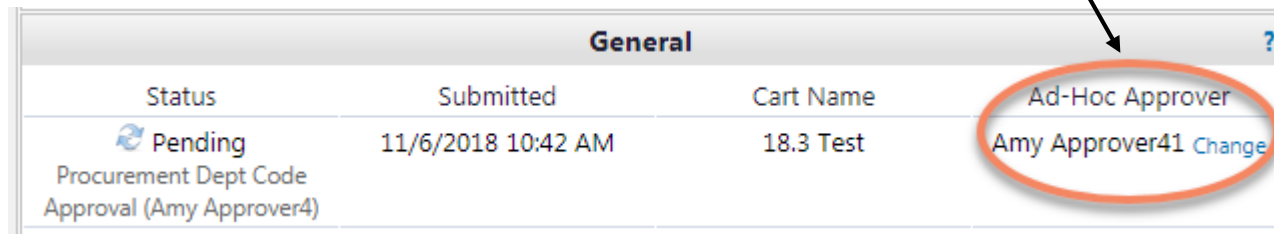
Comments: testing

993 characters remaining

Save Close

The approver will select an Ad-Hoc Approver and can include a comment that will appear in the Comment tab on the requisition.

Once the approver clicks save, the ad-hoc approver name will now show on the requisition. One Ad-Hoc Approver can be added at a time.



General			
Status	Submitted	Cart Name	Ad-Hoc Approver
Pending Procurement Dept Code Approval (Amy Approver4)	11/6/2018 10:42 AM	18.3 Test	Amy Approver41 <a href="#">Change</a>

# Ability to Add an Ad-Hoc Approver during Requisition Approval Workflow

Once the requisition is approved, it will route to the Ad-Hoc Approver and appear in their **My Approvals** list. The Ad-Hoc Approver can approve, return or reject the requisition.

The ad-hoc approver can also add another ad-hoc approver by following the same steps from the Ad-Hoc Approver field in the general section of the requisition. Once the ad-hoc approver approves the requisition, it will continue to the next step in approval workflow.



# System & 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**
- **Some features may not function on older browser versions**
- **To take advantage of all BearBuy features and functionality, always use a supported browser**
- **For the latest BearBuy browser requirements, visit the [BearBuy System Requirements](#) page**

# Resources

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

## Additional Questions

- For  BearBuy application how-to questions, contact the IT Service Desk (415) 514-4100, option 2 or [appsupport@ucsf.edu](mailto:appsupport@ucsf.edu)
- For  BearBuy policies and procedural questions, e-mail [BearBuy@ucsf.edu](mailto: BearBuy@ucsf.edu)





**Thank you!**