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
21.1 Shopping Search Results - Grid Layout

Before 21.1

After 21.1
21.1 Shopping Search Results

- Default search results grid layout for better visibility
- Customizable product details
- Modern, user-friendly filter list
- Compare products or sort results

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
- 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.

Sections are collapsible

Available actions dropdown menu

Field values in sections are editable*

Place Order or Assign Cart*

*Visibility/functionality is determined by BearBuy Role
21.1 Shopping Cart Layout – Edit Values

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

Make edits and click Save Changes or Close to exit.

Supply Chain Management
21.1 Approval Functionality

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

After 21.1
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
- Easy access to related documents
- Workflow preview, hover and scroll to see more

Supply Chain Management
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.
21.1 Comments

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

Click the + to add a new comment.

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

Comments can be added using the Comments tab.

Supply Chain Management
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.