

A New Design for a New Decade

buyND+ September Newsletter

As an active buyND user, you are receiving this newsletter to keep you up-to-date on the upcoming changes in the buyND tool.

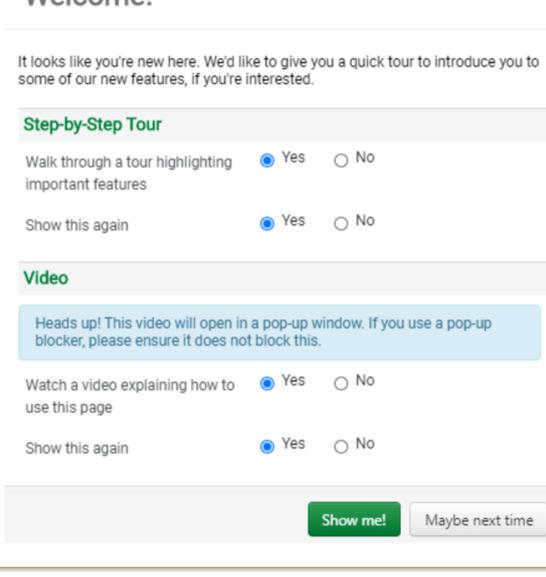
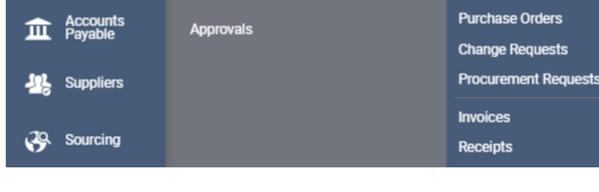


buyND New Enhanced Search Feature:

- On **October 19th**, shoppers will notice enhanced search capabilities in buyND. The new search allows users to locate and manage purchasing and invoicing documents quickly.
- The new search is in effect for: Requisitions, Purchase Orders, Receipts, Change Requests, and Invoices.

Search Step-by-Step Tour:

When you initiate the search option in buyND you will see a tutorial pop-up box that will walk you through the new search features. We highly recommend you view the step-by-step tour and/or watch the video so you can become better acquainted with how this feature can benefit you with your day-to-day functions in buyND.

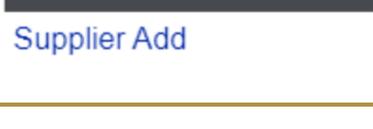


New Search Results Page:

Order Identifier	Type	Order Status	Created Date/Time	Completed Date	Supplier	Total Amount
409471	Receipt	-	9/22/2020 2:09:39 PM	9/22/2020 2:09:56 PM	VWR International	0.00 USD
1753950	Invoice	Complete	9/22/2020 1:57:34 PM	9/22/2020 2:03:45 PM	Lenovo Inc.	2,030.00 USD
1753947	Invoice	Pending	9/22/2020 1:46:57 PM	-	Jackson Immunoresearch Labs	20.00 USD

New Supplier Add Form:

buyND+ will feature a new form for supplier add requests. The form design gives you a guided experience and walks you through the supplier add process. This form will encourage all users of the system to stay in compliance with the University guidelines.

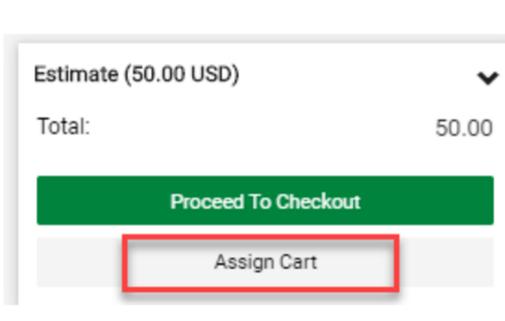


Supplier Add form example:

Assign Cart Feature:

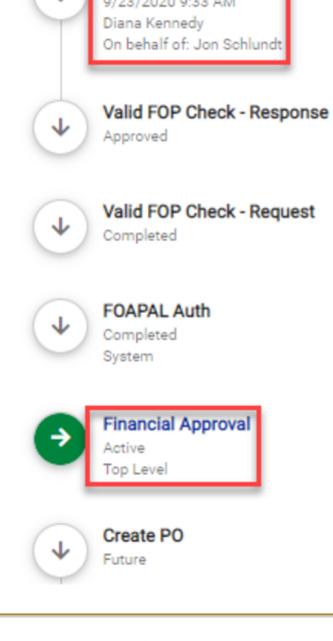
The assign cart feature allows a shopper to add items to a shopping cart and "assign" the cart to another person to finish the purchasing process.

In your shopping cart view, you will see the option to "Assign Cart".

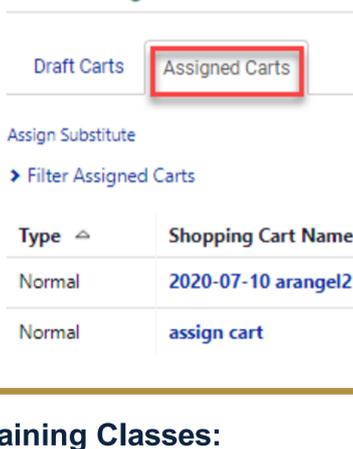


After clicking Assign Cart, you will be able to search for and add the person you want the shopping cart transferred to.

Within the requisition, you will see the workflow steps follow the appropriate approvals based on the person who initiated the cart.



To view your assigned carts, those carts assigned to you, and those you assigned to others, look under the "My Carts and Orders" screen in buyND.



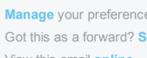
Hands-on Training Classes:

We will announce the schedule for hands-on training classes in our October newsletter.



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