Buy@Duke Enhancements
Available 3/23/2012

IMPORTANT NOTE: Some of the enhancements necessitated resetting the columns in Work Lists to the system defaults. **If you customized the layout of the columns or changed any of the search criteria, you will need to reset these to your preference.** These changes did not affect Personalizations (Position Attributes or User Account settings).

1) The Supplier Name and Supplier ID number now appear in the Work List. These were not available previously.

2) The cart creator’s name appears in the Work List. This was not available previously.

3) The Work List tab labeled Shopping Carts now lists all carts a user has either created or submitted. Previously, if another user submitted a team cart it would leave the Shopping Carts tab of the original cart creator.

4) On the Create Confirmation document, the Supplier Catalog number for an item appears. This was not available previously.
5) For Approvers, the Inquire button’s label has changed to Return Cart to Submitter. This action allows the Approver to return the cart to the Submitter for changes, corrections, or more information.

6) For Approvers, the Reject button’s label has changed to Reject and Return to Submitter. This action allows the Approver to reject the cart and return it to the Submitter for information purposes.

7) For Submitters, the Order button has changed its label to Submit Cart. This action allows the Submitter to move the cart forward for review and approval or for Purchase Order creation.

8) The Notify button menu now shows Submitters. This replaces Orderer.

9) The Work List shows the name of the person who created the Confirmation (Goods Receipt). This was not available previously.
10) When reviewing Purchase Orders (Follow-on Documents), users may use the Add Post-Order Internal Info function to add a note. This function is accessed on the Details: Notes and Attachments tab.

11) The Special Needs column heading has changed to Special Handling.

12) In the Special Handling menu, the Bill Only selection has been changed to Confirming Order-Bill Only.

13) The Approval Note field has been enlarged.
14) In the Personalization section, the Logical System setting for the financial accounts (Cost Center, G/L Account, WBS Element) will default to PRD 100. Previously, users had to select the Logical System from a drop-down list.

15) For carts that were returned, the Process button has changed to Submit. This function resubmits a returned cart for proper workflow.

16) Buy@Duke Department Administrators may add Purchasing Substitutes for users in the Personalization process. This function was not available previously.