

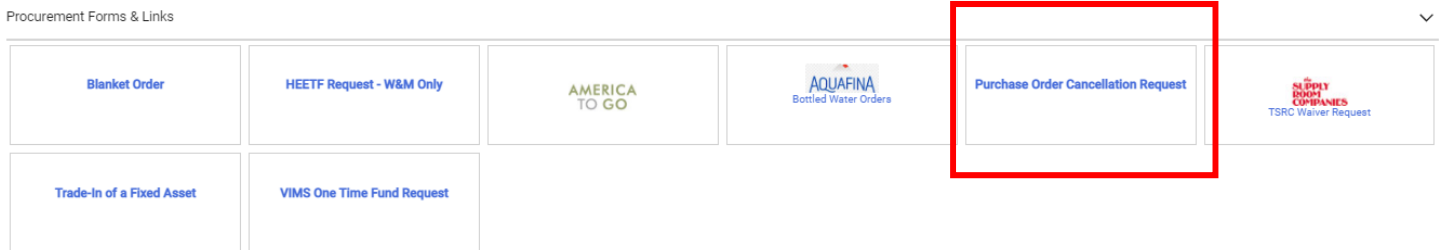
buyW&M Updates –July 2022

Jaggaer Release Upgrade – Friday July 15 thru Sunday July 17

The buyW&M production environment will be upgraded to Jaggaer 22.2 this weekend. The upgrade will occur between **July 15th at 9:00 p.m. and July 17th at 12:00 p.m.** A disruption of normal services should be expected during the upgrade window.

Purchase Order Cancellation Request Form

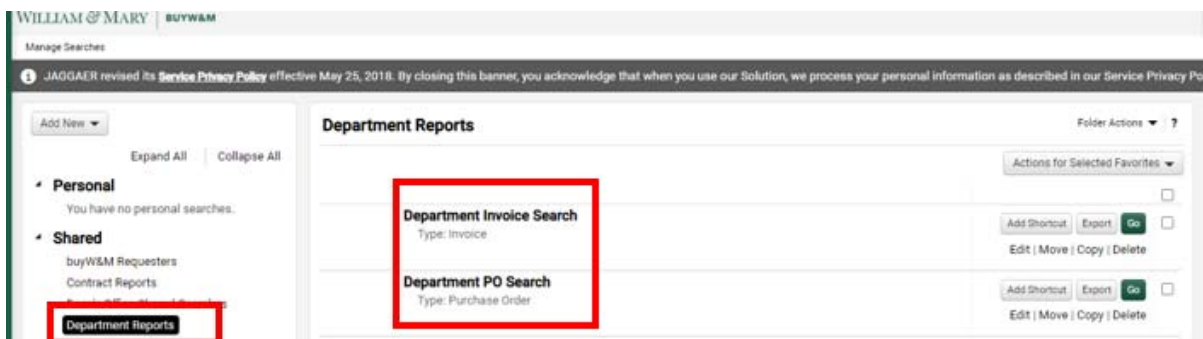
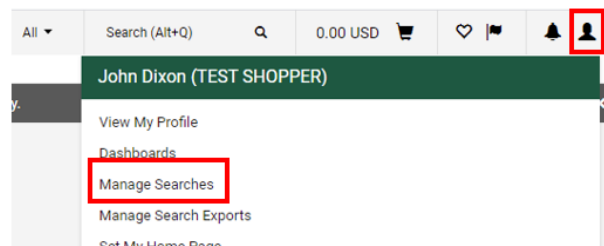
Starting Monday, July 18, all Purchase Order cancellations will need to be requested using the Purchase Order Cancellation Form found on the Shopping Dashboard under Procurement Forms. The reasoning behind this change is to eliminate purchase order edits without a change request. Unfortunately, the permission that is associated with PO edits ties to the cancellation permission. To reduce the risk of having PO edits without a change request we need to inactive this permission. A request ticket resides with Jaggaer to separate these two permissions so we can control the two functionalities separately in the future.



Department Purchase Order and Invoice Searches

There are 2 new search reports to help Departments capture Purchase Order and Invoice submittals along with accounting information within buyW&M. These searches were generated with the help and feedback of various departments. In order to access these reports you will go through the “Manage Searches” option under the user’s profile. A user guide for full instructions can be found in the link below or via the Documentation link on the buyW&M Website (wm.edu/buywm):

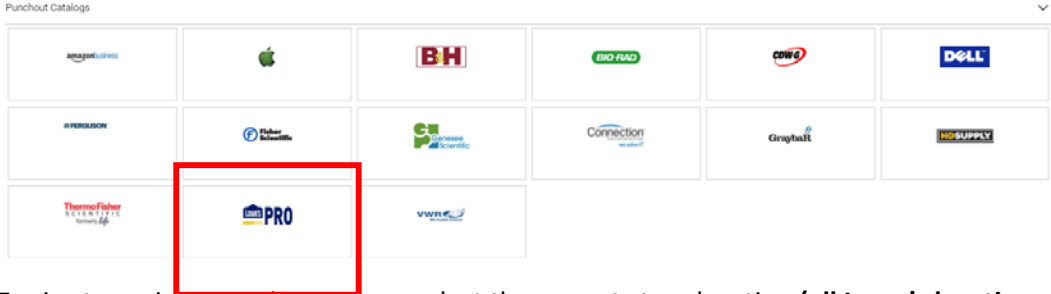
<https://wm1693.app.box.com/file/981837767455>



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New Punchout – Lowes

For Lowes purchases, you can utilize the new punchout found on the shopping dashboard, which will allow for either in store pick up or delivery.



For in store pickup, make sure you select the correct store location (**all Lowe's locations are available**) at the checkout screen:

