



23.2 Release Notes

For Sourcing Enhancements

Version 1.0

Table of Contents

Welcome	4
Sourcing Enhancements	5
Ability to Return a Document to a Previous Workflow Step	5
General Enhancements	14
Engage Idea Features Identified in Release Notes	14
Product Release Library and Online Help Updates	14
User Profile First and Last Name Character Limit Expanded	18
Internet Explorer Browser No Longer Supported for JAGGAER Solutions	19
Introduction to Buyer Identity Management (IDM)	20
Supplier Search - New Experience View	27
Business Analytics - Supplier Fulfillment Center Data Added to Explore Reports	32
Supplier IDM - Phased Activation of Multi-Factor Authentication For Suppliers	33
Supplier IDM - Updates To Password Security Rules for Suppliers	35
Supplier IDM - Additional Supported Languages	36

23.2 Release Notes Revision History

Version	Date	Description
1.0	June 19, 2023	Initial Version

Welcome

The **23.2 JAGGAER ONE Product Release** will be available in the production environment starting July 17, 2023. The purpose of Release Notes is to prepare end users and administrators for the upcoming release from an application standpoint.

This document provides release notes for the **Sourcing** solution as well as **General** enhancements. Additional solution-specific release notes, and other supplemental information such as a Feature Snapshot, are available on the Product Release Library:

<https://library.jaggaer.com>

Note: A login is required for the Product Release Library. Please see the **Welcome** page of the Online Searchable Help for login credentials.

This document will help you:

- Understand the impacts of new features on your end-users, approvers, administrators, and other individuals using the system.
- Understand any changes required on your part to enable a feature of the system.
- Provide a starting point of “where to go” to learn more about the features and functionality discussed in this document.

Sourcing Enhancements

Ability to Return a Document to a Previous Workflow Step



When approving a document, the workflow approval process moves forward through approval steps configured by each organization. Users with the appropriate permission can skip future workflow steps by expediting them. However, until now, if users wanted to return to a prior step in the workflow, they had to return the document to Draft status and resubmit into the approval workflow.

In this release we have added the ability to return a document to a previous workflow step that a user selects. This new option is available for the **Requisition, Purchase Order, Invoice, Receipt, Form Request, Budget Manager, Sourcing** and Payment workflow types in this release, with plans to expand the feature to additional workflow types in future releases.

Important! In some cases, repeating automated or integration-based workflow steps can have unintended consequences. To mitigate any potential issues with this new feature and your existing workflow, a services engagement will be required to perform a detailed review of the target workflow and identify any adjustments needed to ensure the best possible implementation and execution of the functionality. Please contact JAGGAER for more information.

Customer Impact

- Related Solutions: eProcurement, Invoicing, Payments, Sourcing
- Feature Activation: This feature is **OFF** by default and must be enabled by JAGGAER. Administrator setup is also required.
- New Permissions related to this feature: These permissions are displayed when the Revert Workflow setting for the associated workflow type is enabled:
 - **Revert Requisition Workflow** (Permission Settings > Approvals > Requisition Approvals) - Users with the permission can revert a workflow approval step in the Requisition Workflow.

- **Revert Purchase Order Workflow** (Permission Settings > Approvals > Purchase Order Approvals) - Users with the permission can revert a workflow approval step in the Purchase Order Workflow.
- **Revert Invoice Workflow** (Permission Settings > Approvals > Invoice Approvals) - Users with the permission can revert a workflow approval step in the Invoice Workflow.
- **Revert Receipt Workflow** (Permission Settings > Approvals > Receipt Approvals) - Users with the permission can revert a workflow approval step in the Receipt Workflow.
- **Revert Form Request Workflow** (Permission Settings > Approvals > Form Request Approvals) - Users with the permission can revert a workflow approval step in the Form Request Workflow.

CAUTION! This permission will allow a user to revert ANY form request workflow regardless of the type (i.e., Supplier Requests, Contract Requests, Generic Requests, Check Requests, etc.).

- **Revert Sourcing Event Workflow** (Permission Settings > Approvals > Sourcing Event Approvals) - Users with the permission can revert a workflow approval step in the Sourcing Event Workflow.
 - **Revert Sourcing Event - Evaluation Workflow** (Permission Settings > Approvals > Sourcing Event - Evaluation Approvals) - Users with the permission can revert a workflow approval step in the Sourcing Event - Evaluation Workflow.
 - **Revert Budget Manager Workflow** (Permission Settings > Approvals > Budget Manager Approvals) - Users with the permission can revert a workflow approval step in the Budget Manager Workflow.
 - **Revert Payment Workflow** (Permission Settings > Approvals > Payment Approvals) - Users with the permission can revert a workflow approval step in the Payment Workflow.
- New Notifications related to this feature: None

User Impact

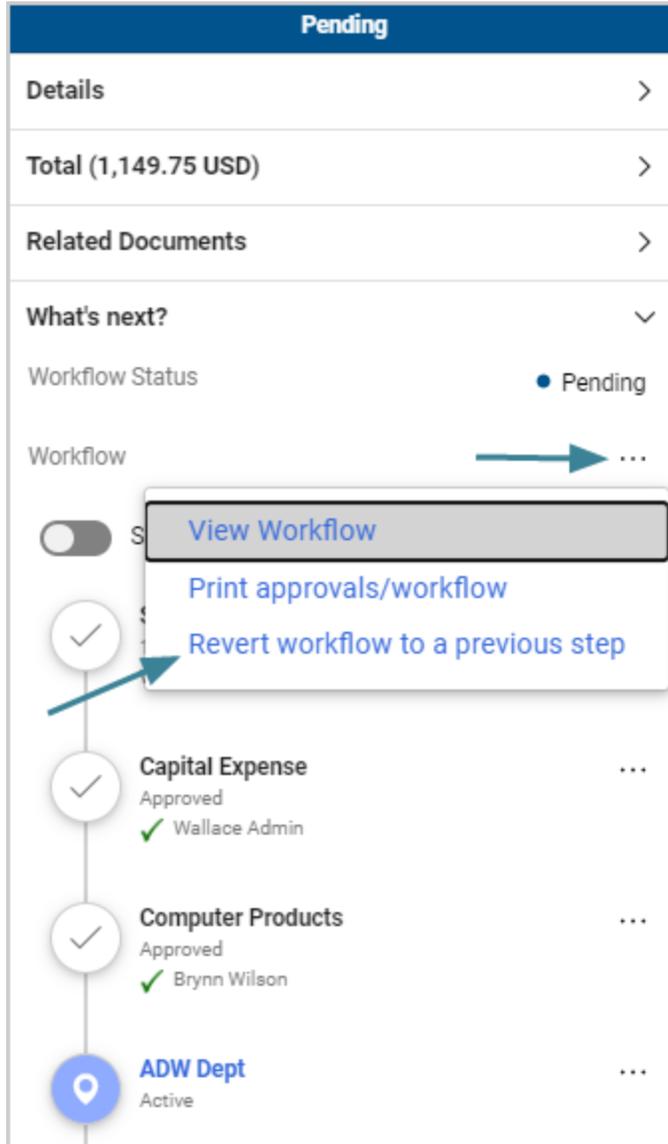
A new **Revert workflow to a previous step** action allows users to return a document to a previous workflow step.

- Similar to the Expedite functionality, care should be taken when granting this capability to users as it may require in-depth knowledge of the workflow process depending on how it is implemented.
- Revert Workflow options are not available for documents in Draft or Completed status, or if an automated step process is pending.

Revert a Workflow Step

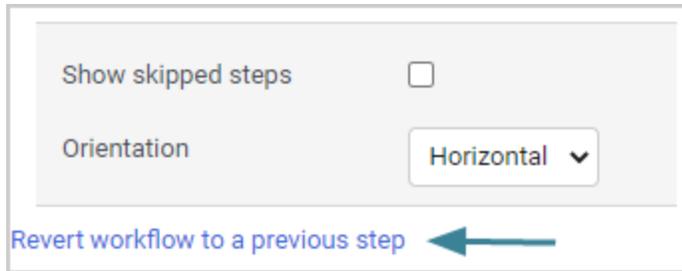
If an organization has enabled the Revert Workflow feature for a document workflow type, users with permission to revert workflow approval steps can do so as follows.

1. Open the document.
2. Select the Revert Workflow action:
 - *New experience view* - In the right sidebar, under **What's next?**, click the actions icon ******* next to **Workflow** and select **Revert workflow to a previous step**.

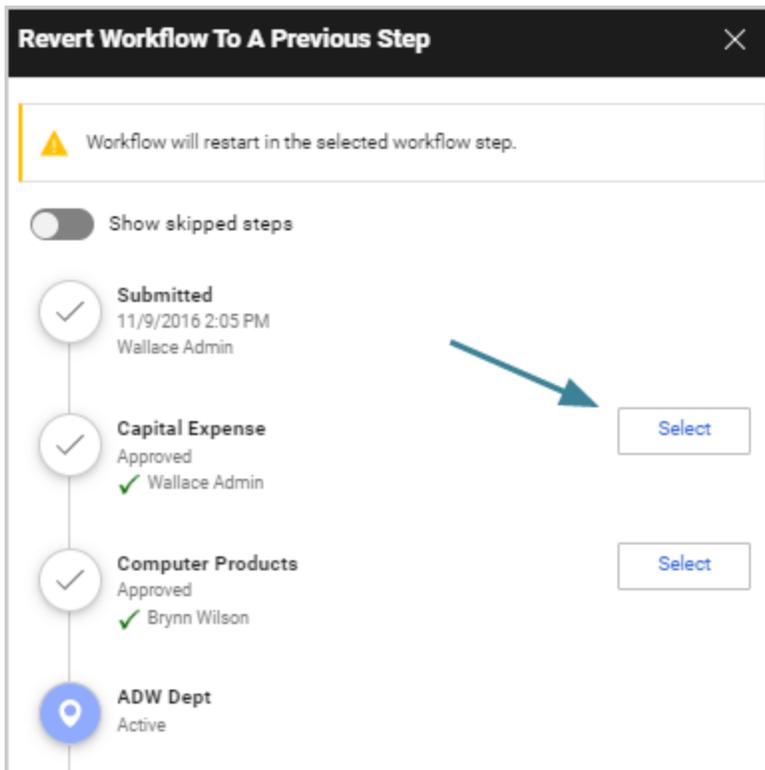


Note: In the new experience view, workflow settings under **What's next?** in the right sidebar have been updated. The view and print icons that were displayed next to **Workflow** have been replaced with an actions icon *** that users can click to access the options in a drop-down menu.

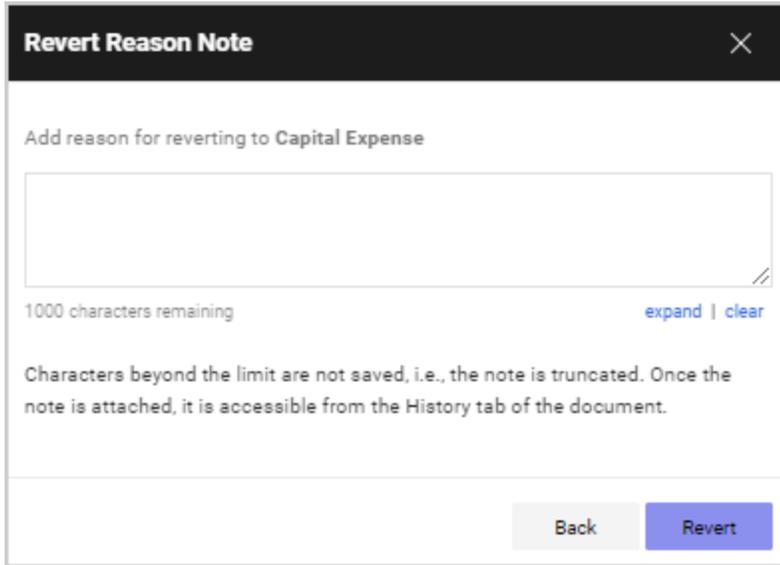
- *Legacy view (for any document showing the legacy view, such as Forms or Sourcing) -* Click the **Revert workflow to a previous step** link.



3. In the pop-up window, click the **Select** button next to the workflow step that you want to revert TO.



4. Enter a reason for reverting the step (required) and click **Revert**.



Revert Reason Note

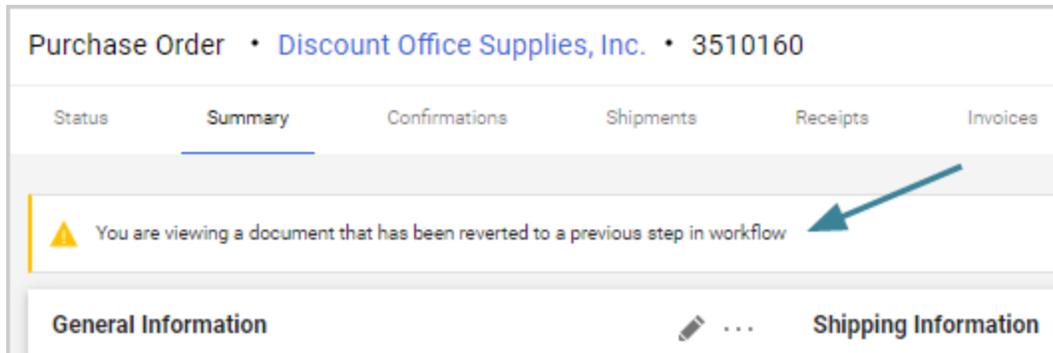
Add reason for reverting to **Capital Expense**

1000 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

[Back](#) [Revert](#)

5. The document returns to the selected workflow step, which now becomes the active step in workflow. Once the **Revert** button is clicked:
- The Revert Workflow action is recorded in the History along with the reason.
 - The workflow is re-calculated and any previously approved steps, including the newly active step, are reset. All previous approvals are cleared and the steps will require approval again (although all previous approvers of a workflow step are still recorded in the History).
 - Emails and notifications will be re-sent where applicable.
 - A notification near the top of a document indicates that it has been reverted to a previous workflow step.



Purchase Order • Discount Office Supplies, Inc. • 3510160

Status **Summary** Confirmations Shipments Receipts Invoices

⚠ You are viewing a document that has been reverted to a previous step in workflow

General Information **Shipping Information**

- The **Revert** workflow action affects different types of workflow steps as follows:
 - **Parallel workflow steps** - Users can revert back to any parallel step. This will cause ONLY the selected step to become active, while all other parallel steps will remain in their current state (approved, bypassed, skipped). **Users need to repeat the Revert Workflow action for EACH parallel step that they want to make active.**
 - **Ad-hoc workflow steps** - Users can revert back to an ad hoc step. The step will become active and the approver that was previously selected for the ad-hoc step will need to approve it again. This is also true if workflow is reverted to a step *before* an ad-hoc step - the ad-hoc step will be reset and the approver who was previously selected will need to approve the step.
 - **Skipped steps** - Since workflow is re-calculated, skipped steps are reset. Previously skipped steps are displayed or hidden as if entering the initial workflow.

Administrator Impact

- A new **Revert workflow to a previous step** action allows users to return a document to a previous workflow step that a user selects. This is an administrative function, similar to the Expedite workflow option. Enable the feature as follows.
 1. **Contact JAGGAER to enable this feature** for your workflow type(s).

Important! In some cases, repeating automated or integration-based workflow steps can have unintended consequences. To mitigate any potential issues with this new feature and your existing workflow, a services engagement will be required to perform a detailed review of the target workflow and identify any adjustments needed to ensure the best possible implementation and execution of the functionality. Please contact JAGGAER for more information.

- This feature is available for the **Requisition, Purchase Order, Invoice, Receipt, Form Request, Budget Manager, Sourcing** and **Payment** workflow types with the 23.2 release, with plans to expand the feature to additional workflow types in future releases.
- Since reverting workflow to previous steps can have an adverse impact on integrations, there may be a point in the workflow that the revert action should no longer be an option. To mitigate these risks, JAGGAER has the

ability to add flags to workflow steps. These flags will prevent steps from being reverted to or reverted from.

- This feature is not available for the mobile app.

2. **Update user permissions** - Once the Revert Workflow setting is enabled for a workflow type, the corresponding Revert Workflow permission is displayed, and it allows users to return to a previous workflow step. Administrators can assign the Revert Workflow permissions to user roles or user profiles as follows:

a. Open the user role or user profile:

- *User roles* - Navigate to **Setup**  > **Organization Structure and Settings > Manage User Roles** and select the **user role** to update.
- *User profiles* - Navigate to **Administer**  > **Manage Users > Search for Users** and select the **user profile** to update.

b. In the left menu, select **Permissions** (for user roles) or **Permission Settings** (for user profiles), then **Approvals**.

c. In the right panel, enable the **Revert Workflow** permission under the sub-heading for the workflow type. For example, under **Requisition Approvals**, enable **Revert Requisition Workflow**.

• These **Cycle Time Reports** will now reflect the total time the document is in workflow including steps repeated due to a revert action:

- Reporting  > Operational and Site Usage Reports > Cycle Time Reports > Time from PR submission to PR completion.
- Reporting  > Operational and Site Usage Reports > Cycle Time Reports > Time from PR submission to original PO revision.
- Reporting  > Operational and Site Usage Reports > Cycle Time Reports > Time from PR submission to last PO revision.
- Reporting  > Operational and Site Usage Reports > Cycle Time Reports > Time from PR submission to Invoice Export.
- Reporting  > Operational and Site Usage Reports > Cycle Time Reports > Time from Invoice Create to Invoice Export.
- Reporting  > Operational and Site Usage Reports > Cycle Time Reports > Time from Invoice Submission to Invoice Export.

- Accounts Payable  > Reports > Cycle Time - Invoice Workflow > Cycle Time - Invoice Workflow.
- Accounts Payable  > Reports > Cycle Time - Exports.
- Sourcing  > Reports > Cycle Time Summary.
- Business Analytics reports have not been updated to include the new Revert Workflow action at this time. This is planned for a future release.

Third-Party Integration Impact

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

General Enhancements

This section provides **general release notes** related to basics and administration for the following JAGGAER One solutions:

- Contracts+
- eProcurement
- Inventory Management
- Invoicing
- Savings Management
- Sourcing
- Supplier Management

Engage Idea Features Identified in Release Notes

JAGGAER Engage is our method of crowd sourcing product enhancement ideas from customers. Within Engage you can submit ideas, vote on ideas of others, or discuss ideas via comments. The most highly voted ideas are selected for development each release and are now highlighted in the Release Notes with this icon.



JAGGAER Engage is accessible through the JAGGAER Engage tab in the Customer Care Portal. All customers with access to the Customer Care Portal have access to **JAGGAER Engage**.

Product Release Library and Online Help Updates

The **Product Release Library** (<https://library.jaggaer.com>) and online help have been updated and reorganized to enhance usability.

The Product Release Library (PRL) is where customers and suppliers go to see the latest information about releases such as release notes and videos. The library also contains information about release timelines, recommended browsers, and other helpful information.

Beginning in 23.2:

- Access to release information for each product is now available through a left-hand side menu. Users can select which release they want to view information on, and then access pages for each product under that release.
- Product release notes will also include general platform enhancements, eliminating the need for separate platform release notes documents.
- Overview pages for each release contain content such as release videos, release flyers, and other information. From Overview pages, users can also access the **Release Notes** page, where users can download release notes documents for multiple products at once.
- The Online Help has been updated to match the PRL categories.

Customer Impact

- Related Solutions: All
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

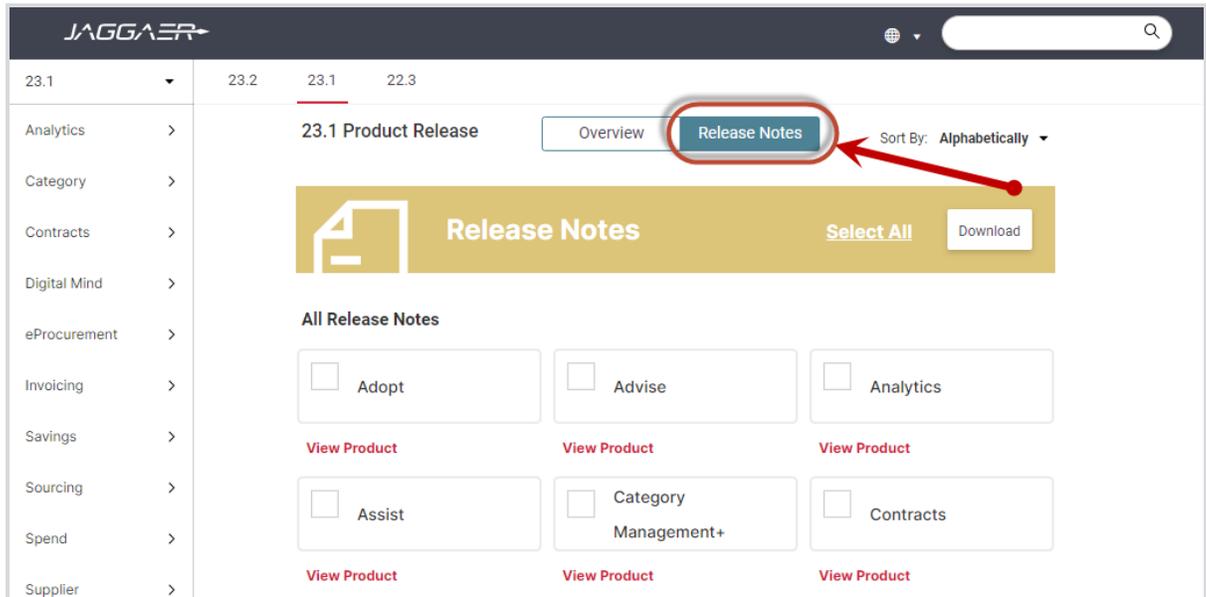
User Impact

Product Release Library Updates:

The **Product Release Library** has been updated and reorganized to enhance usability:

- Access to release information for each product is now available through a left-hand side menu. Users can select which release they want to view information on, and then access a page for each product under that release.
- Products are organized by solution in the menu. For example, **ASO** now appears under **Sourcing** in the menu.
- Product release notes will also include general platform enhancements. Separate platform release notes documents are no longer available.
- From Overview pages, users can also access the **Release Notes** page, where they can download release notes documents for multiple products at once. Select the desired

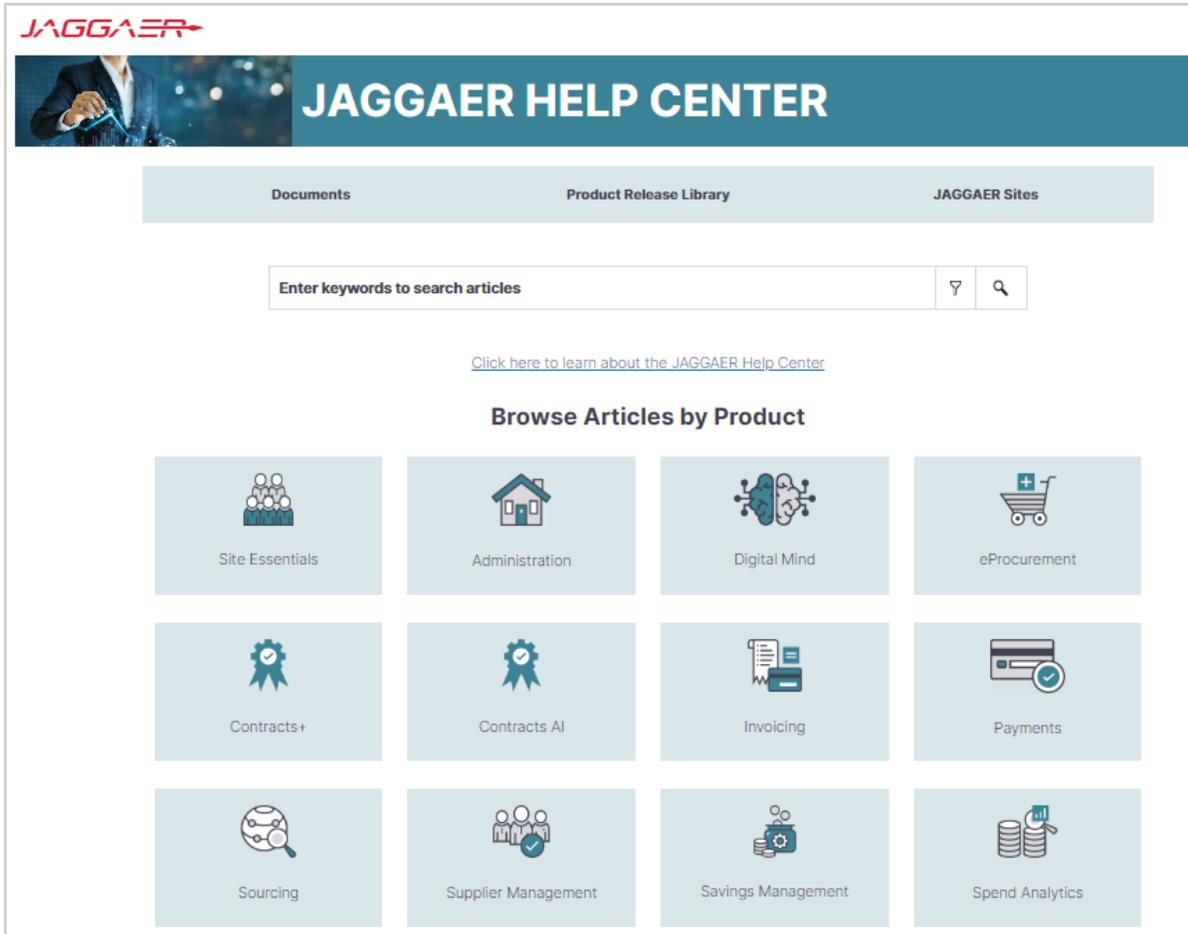
release notes documents from the available checkboxes, then click the **Download** button.



Online Help Updates:

Information in the Online Searchable Help has reorganized to match the PRL categories. On the **Home** page:

- **Inventory Management** no longer appears as a separate tile. It has been moved to eProcurement. Users can click the eProcurement tile to see Inventory Management articles.
- The **Payments** solution information was previously located under Invoicing. It is now a separate section that can be accessed from a tile on the Home page.



Administrator Impact

This feature does not impact any third-party integrations.

Third-Party Integration Impact

This feature does not impact any third-party integrations.

Supplier Impact

- These changes also impact suppliers who access the **Product Release Library**.

User Profile First and Last Name Character Limit Expanded

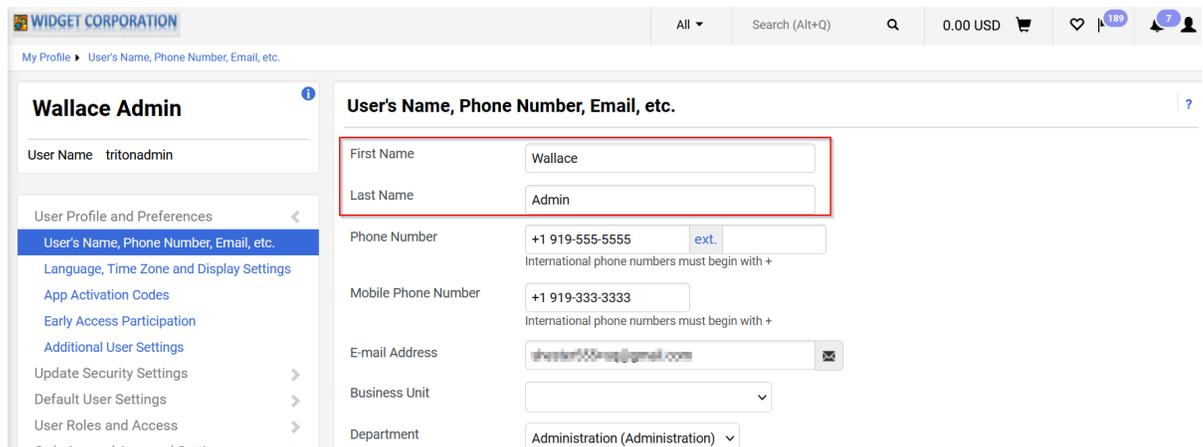
With this release, the **First Name** and **Last Name** in the user profile can now accept up to 128 characters. This enhancement allows for harmonization of the user first and last name across all JAGGAER solutions.

Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default
- New Permissions related to this feature: None
- New Notifications related to this feature: None

User Impact

- Users can now enter up to 128 characters for the First Name and Last Name fields in the user profile ( > **View My Profile**).



The screenshot shows the user profile page for Wallace Admin. The page title is "WIDGET CORPORATION" and the user's name is "Wallace Admin". The user's name is "tritonadmin". The page is divided into two main sections: "User Profile and Preferences" and "User's Name, Phone Number, Email, etc.". The "User's Name, Phone Number, Email, etc." section is highlighted with a red box. The fields in this section are: First Name (Wallace), Last Name (Admin), Phone Number (+1 919-555-5555), Mobile Phone Number (+1 919-333-3333), E-mail Address (tritonadmin@gmail.com), Business Unit (Administration), and Department (Administration).

Administrator Impact

- When adding or modifying users, the user first and last name fields now accept up to 128 characters.
- When importing users via the **Delimited User Import** or **XML User Import** process, the first and last name fields now accept up to 128 characters.

Third-Party Integration Impact

- Any validations or imports that contain the user's first and last name now accept up to 128 characters.

Supplier Impact

- Supplier users have the same field limit for user **First Name** and **Last Name**.

Internet Explorer Browser No Longer Supported for JAGGAER Solutions

In response to Microsoft's plan to retire Internet Explorer and replace it with Microsoft Edge, JAGGAER ended support for Internet Explorer in 2022. At that time, users could continue to log in to the application using IE, but would see a warning that the browser was not supported by JAGGAER and they may face some issues. With this release, buyer/supplier users can no longer login to JAGGAER application using the IE browser.

Note: After providing the credentials, users will receive a warning message to use a different browser if the browser in use is not supported by JAGGAER.

What do you need to do?

All customers should work to ensure that end users are no longer using Internet Explorer when accessing JAGGAER solutions. JAGGAER currently supports the following browsers:

Platform	Browser Support
Windows	Edge - latest version Chrome - latest version - automatically updated by Google Firefox ESR - latest version - automatically updated by Mozilla
Macintosh	Safari latest version Firefox - latest version - automatically updated by Mozilla

Ending support for Internet Explorer is driven by Microsoft with the expectation that your organization will begin using Microsoft Edge instead.

Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

User Impact

- Buyer users cannot login to JAGGAER application if they use Internet Explorer browser. Buyers will receive a warning message to use a different browser.

Administrator Impact

This feature does not impact administrators.

Third-Party Integration Impact

This feature does not impact any third-party integrations.

Supplier Impact

- Supplier users cannot login to JAGGAER application if they use Internet Explorer browser. Suppliers will receive a warning message to upgrade or use a different browser.

Introduction to Buyer Identity Management (IDM)

JAGGAER **Buyer Identity Management** (Buyer IDM) is an improved authentication and login experience for JAGGAER ONE customer users. **Buyer IDM** ensures that a buyer user is uniquely identified and authorized to access and navigate across JAGGAER's solutions and customer application landscape. When a user is created in the selected JAGGAER ONE solution for User Management, the user will be created in **Buyer IDM** and synchronized across all JAGGAER ONE solutions. The user can then access and navigate across all the JAGGAER ONE applications according to their organization's licenses and user permissions. Customers can choose to activate one of the following **Buyer IDM** modes:

- **Buyer IDM Modes - Internal Identity Provider (IDP)**
 - The authentication process is managed by JAGGAER within the Buyer IDM and the JAGGAER solutions.
 - The Internal authentication leverages the **Username** as a key.
 - Users access solutions from the **Buyer IDM** login page.
 - The JAGGAER Buyer IDM functionalities are enabled (MFA, Notifications, etc.).
- **Buyer IDM Modes - External Identity Provider (IDP)**
 - The authentication passes through the customer's identity providers.
 - The external authentication leverages the **Username** as a key.
 - JAGGAER Buyer IDM functionalities are disabled (MFA, Notifications, etc...).
 - The authentication process is fully managed with **External IDP** capabilities while the Buyer IDM manages the internal authorization.
 - Users can be automatically redirected to the **Customer IDP** login page without passing through the JAGGAER login page.
- **Buyer IDM Modes - Mixed Identity Providers**
 - The authentication can be done both *internally* with **Buyer IDM** or *externally* with one or multiple **Customer IDPs**.
 - All the IDPs configured will be available to users on the JAGGAER login page and users can choose which one to access.
 - For users who access the platform using **Internal IDP**, customers can leverage Buyer IDM functionalities. In case of **External IDP**, users will be redirected to the IDP login page.

Customer Impact

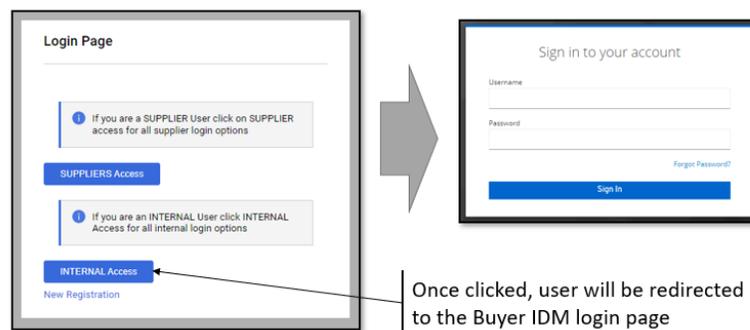
- Related Solutions: All Solutions
- Feature Activation: This feature is **OFF** by default and must be enabled by JAGGAER.
- New Permissions related to this feature: None
- New Notifications related to this feature: **Yes - Buyer IDM Notifications (Only For Internal IDP)**

User Impact

- If **Buyer IDM** is enabled for an organization, users will experience a different login page depending on the organization's configuration:

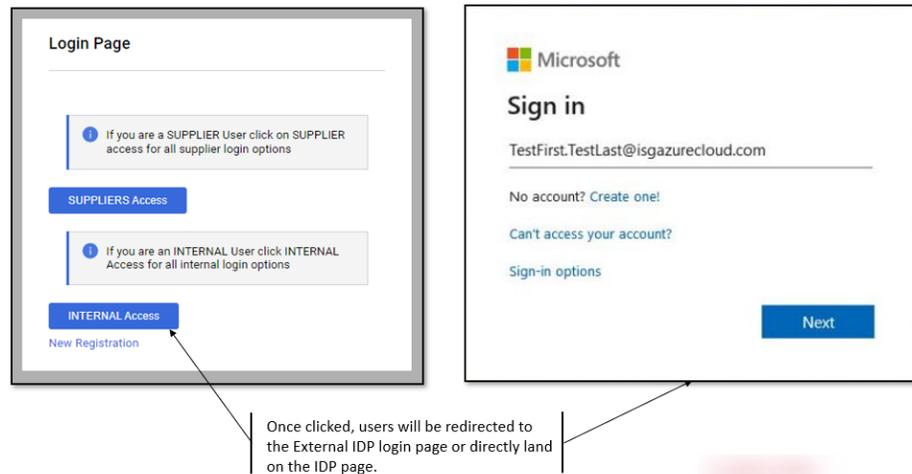
- **Internal:**

- Buyers receive a notification including a link to update their password.
- Unless the password is updated, buyers cannot login to JAGGAER application.
- Once the password is updated, users will login through the JAGGAER IDM page.



- **External:**

- Buyers will initially access the IDM login page. When "Internal Access" is selected, the user will login to the JAGGAER application through the customer's External login page. **Note:** In this mode, notifications will not be sent to update the password and users are not forced to update their credentials.
- Once the credentials are entered, users will then be logged into the JAGGAER application.



- **Mixed:**

- The login screen allows the buyer user to choose to login through the JAGGAER IDM page (internally) or the customer's login page (externally).
- To log in directly through the JAGGAER IDM page, the user enters the username and password. For this method, the user must first update the password to establish the Buyer IDM identity.
- To log in via the company's external login provider, select the appropriate sign in option and proceed with login. In this case, the user is not required to update the password.

Sign in to your account

Username

Password

Forgot Password?

Sign In

Or sign in with

AZURE

Internal

External

Login With Multi-Factor Authentication (MFA):

- MFA will leverage on both *Google Authenticator* or *FreeOTP* Mobile apps.
- MFA can be activated ONLY in case of **Internal IDP** configuration or **Mixed IP** (internal option).

Mobile Authenticator Setup

 You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications on your mobile:
FreeOTP
Google Authenticator
2. Open the application and scan the barcode:

3. Enter the one-time code provided by the application and click Submit to finish the setup.
Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name

Submit

Notifications:

- In case of "Internal IDP" configuration, the **Buyer IDM** will send notifications to users as follows:
 - New Account Created.
 - Update Password (expiration link = 12 hours).
 - Reset Password Requested (expiration link = 45 minutes).

Default Password Policies:

Buyer users must comply with the following password policy (unless otherwise configured by the organization):

- Minimum length 8.
- Must contain at least 1 special character.
- Must contain at least 1 numerical digit.
- Must contains at least 1 lower case letter.
- Must contain at least 1 upper case letter.
- Must not be equal to the last 3 passwords.
- Must be different from the Username.

Note: The password policy can be customized. Please contact JAGGAER to request the customization.

Locked Credentials:

- Buyer users will be blocked for 15 minutes if they fail to enter correct credentials for five consecutive times. Once the 15 minutes is passed, the buyer user can again attempt to log in. **Note:** The number of attempts and the duration that a user is temporarily blocked may vary depending on the organization's configuration.

Localization:

- Buyer IDM supports localization for both UI and Notifications for all J1 Supported Languages following the main language selected by the User.

Administrator Impact

This feature does not impact administrators.

Third-Party Integration Impact

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

Supplier Search - New Experience View

JAGGAER has updated the search experience for various documents over past releases. With the 23.2 release, we are introducing a new experience view for supplier search. In order to solicit feedback about the new experience, and give organizations an opportunity to test it, we have made this **Beta** version available for users with "Early Access Participation" enabled.

The new user interface provides a consistent, modern, end-to-end experience for users with easier access to important functions, enhancing the user experience. Based on the devices being used, desktop, tablet or mobile - the new responsive layout also offers adaptive display sizes for user convenience.

Users will see the supplier search page in the new experience view as follows:

- The new supplier search view is displayed by default for organizations with Early Access enabled.
- A new **Choose Your Experience** toggle  at the bottom-right of the screen allows users to switch between the new and classic views at any time.
- Click the **What's Beta** ( [What's beta?](#)) icon at the top of the page for general information about the Beta version.
- As you utilize the new experience view, we would value your feedback. Click the **Got Feedback?** ( [Got Feedback?](#)) at the top of the page to send a screenshot and comments.

Some search features are not yet available in the new search experience. Also, some areas of the solution may navigate to the previous supplier search interface. Features that are standard with the current supplier search and other enhancements will be added in future releases.

Customer Impact

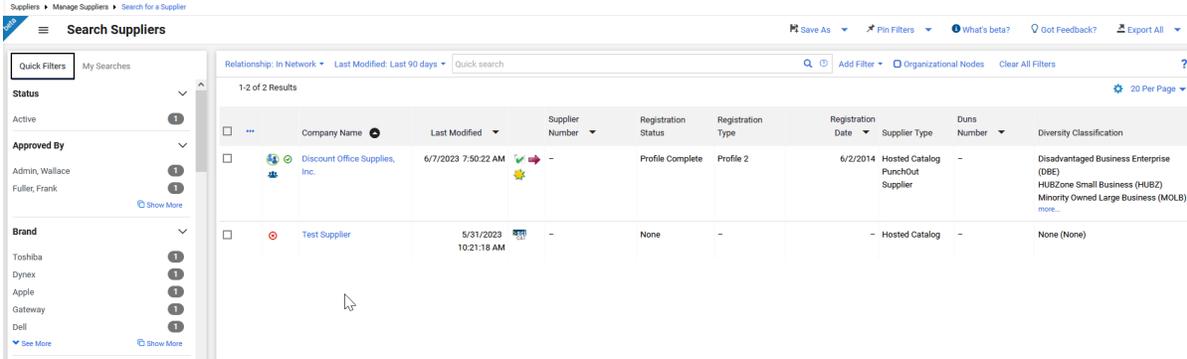
- Related Solutions: All Solutions
- Feature Activation: This feature is **OFF** by default. It is **ON** by default for users with **Enable new search experience** set to **Yes**.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

User Impact

A Beta version for an enhanced supplier search view is available that allows for a simplified search process and management of the search results. A user must have the **Enable new search experience** setting enabled in the user profile to toggle between new and classic view.

The Supplier Search Enhanced View

Previously, when navigating to **Suppliers**  > **Manage Suppliers** > **Search for a Supplier**, a search box allowed for the user to enter criteria to return search results. Selecting "Advanced Search" displayed additional search options. With the enhanced view, the **Search for a Supplier** page displays suppliers who have been modified within the last 90 days display by default.



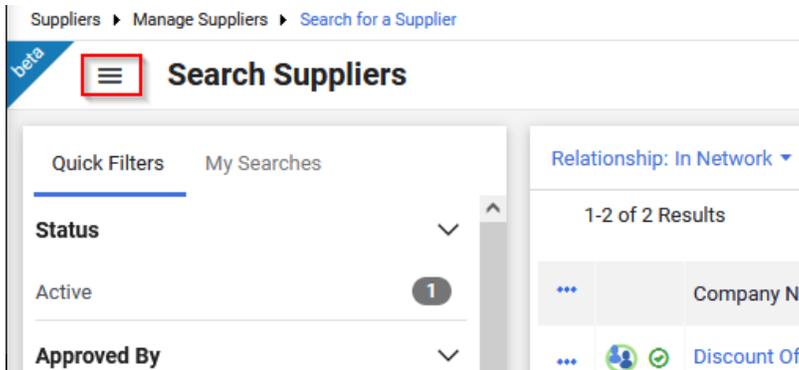
Company Name	Last Modified	Supplier Number	Registration Status	Registration Type	Registration Date	Supplier Type	Duns Number	Diversity Classification
Discount Office Supplies, Inc.	6/7/2023 7:50:22 AM		Profile Complete	Profile 2	6/2/2014	Hosted Catalog PunchOut Supplier	-	Disadvantaged Business Enterprise (DBE) HUBZone Small Business (HUBZ) Minority Owned Large Business (MOLB) more...
Test Supplier	5/31/2023 10:21:18 AM		None	-	-	Hosted Catalog	-	None (None)

Other features include:

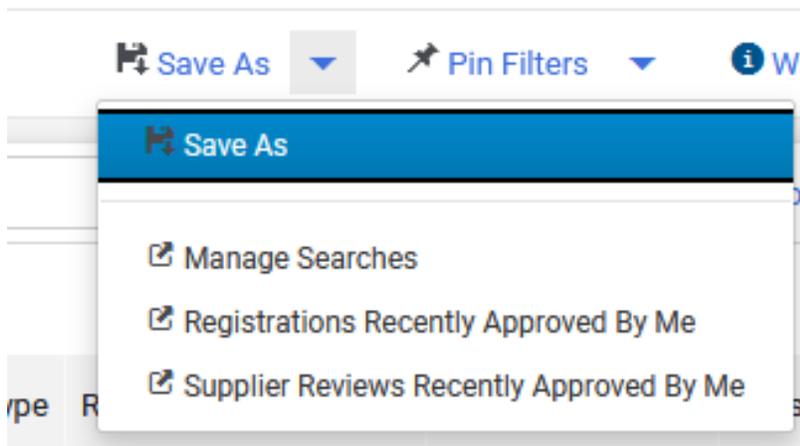
- **Quick Search**
 1. Enter a supplier name or number in the **Quick search** field.
 2. Click the search icon . Matching suppliers are returned in the search results.
- **Advanced Search** - Use the filter options to perform a more specific search.
 1. Click the **Add Filter** button (located to the right of the **Quick search** field). A list of available filters displays. **Note:** These filter options are the same options that display on the current Advanced Search page.
 2. You can search for a specific filter by entering a value in the field. The list of filters will be refined and only matching filters display.
 3. Click the checkbox for the appropriate filter. Configuration options display. For example, if you choose **Status**, an overlay displays from which you can select the appropriate status values. **Important:** When there are many options, a list of "suggested" values displays with the configuration overlay. To choose a value that is not in **Suggested** list, enter a value in the search field.

4. When you have made the appropriate configurations to the filter, select the **Apply** button. The search results are refined to reflect the filter. The filter displays above the search results. Click the  to remove the filter.
 5. Repeat the steps above to add additional filters. The search results update to reflect the new filters.
- **Configuring Search Results Columns** - You have the ability to choose the columns that display in the search results and the order in which they display.
 1. On the **Search Results** page, click the  located on the right, above the supplier list. The **Configure Column Display** screen displays. A list of all available columns displays on the left, and a list of selected columns displays on the right, where you can sort the order in which they display on the search results page.
 2. Follow the steps below to add columns:
 - a. Locate the column(s) in the list. You can scroll through the list or enter a value in the search field to search for a column.
 - b. Click the checkbox for each column you would like to add. The columns are automatically added to the bottom of the selected columns list on the right. See the next step for information about sorting the list.
 3. Manage the selected columns list.
 - To sort an item in the list, you can drag the columns to the selected location or use the   to move the columns up and down.
 - To delete a column from the selected list, click the .
 4. By default, the updated selected and sorted columns only display for the life of the current search.
 - **Best Practice!** If you would like to keep the column configuration for all searches going forward, select the **Pin Columns** option from the dropdown.
 5. Click **Apply**.
 - **Taking Action from Search Results** - You can choose to take appropriate actions (per user permissions) for the supplier using the action ellipses at the beginning of each search result or at the header row for multiple results. The actions for each supplier and process for completing those actions are unchanged.
 - To take action on a single row:
 1. Click the ellipses at the beginning of the row. The appropriate actions for the supplier will display as hover text.
 2. Select the appropriate option and follow the instructions.
 - To take action on multiple rows:
 1. Click the ellipses at the beginning of the header row.
 2. Click **Show Multiple Selection**. Check boxes are now displayed in the header row and for each row.

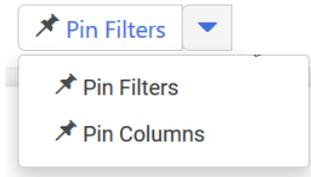
3. Select the appropriate boxes. If the header row checkbox is selected, all results on the page are selected.
 4. Once selections are made, click the ellipses in the header row again. The appropriate actions for the supplier will display as hover text.
 5. Select the appropriate option and follow the instructions.
- An **Expand/Collapse** button beside the **Search Suppliers** header allows you to view or hide the **Quick Filters** and **My Searches** panels on the left. Select again to hide.



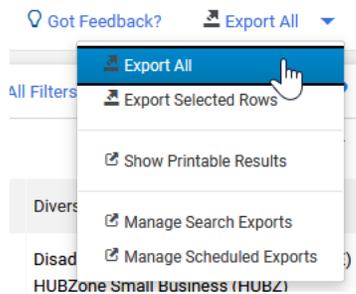
- **Quick Filters** - This area displays filters available to further refine search results. As with other search results pages, simply select or deselect options from the filter list to refine results. You can continue to use the **Add Filter** dropdown above search results, which will update the **Quick Filters** information.
- Save searches by selecting the **Save As** dropdown at the top of the page.
- You can choose to manage searches from the **My Searches** tab on the left. You can also select the **Manage Searches** option from the **Save As** button dropdown to navigate to the **Manage Searches** page.



- You can choose to **Pin Filters** and **Pin Columns** from the dropdown when you use the same filters and column layout for searches, so you do not have to reapply filters and rearrange columns each time.

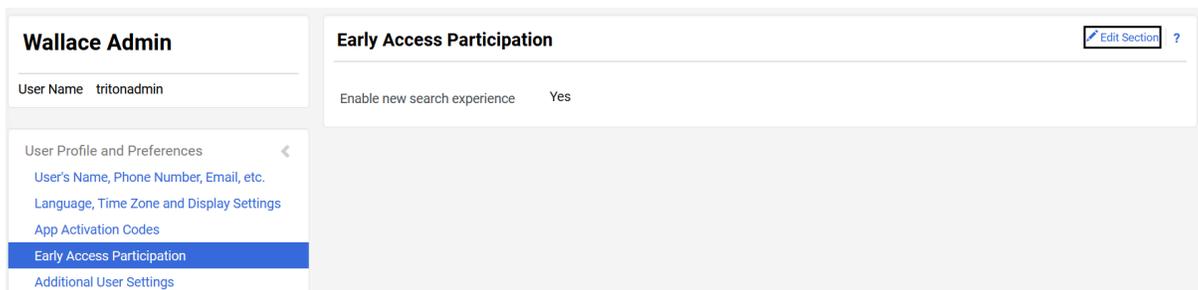


- The **Export** options are contained in the dropdown above search results. Options to **Export All** or **Export Selected Rows** are available. Use the multi select ellipses on the left, if necessary, to enable the selection boxes for each row (existing functionality). You can then choose rows to export if appropriate, choosing the **Export Selected Rows** option. The functions of the remaining options are unchanged. You can also choose to navigate to search exports and scheduled exports from the dropdown.



Administrator Impact

- A user must have the **Enable new search experience** set to **Yes** at the user or role level (**user profile > User Profile and Preferences > Early Access Participation**) to view the new search and have the toggle present on the supplier search page. If the **Enable new search experience** is set to **No**, the previous search interface appears and the toggle is not present.



Third-Party Integration Impact

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

Business Analytics - Supplier Fulfillment Center Data Added to Explore Reports

Many suppliers operate from multiple fulfillment centers, and information about the fulfillment center is contained in the supplier profile. Custom data can also be added to fulfillment centers. With the 23.2 release, supplier fulfillment center information, including custom data, has been added to the **Supplier Explore**.

Important Note! This feature will not be available with UIT. This feature will be released no later than production.

Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

User Impact

This feature does not impact end users.

Administrator Impact

- The **Supplier Explore** contains information for supplier fulfillment centers as provided in the supplier profile (**selected supplier > Contacts and Locations > Fulfillment Centers**). Hover over each field in the field picker to see an explanation. Some fields to be included are:

- Is Default Configuration?
- Fulfillment Center Name
- Active Fulfillment Address ID
- Fulfillment Center Address ID
- Fulfillment Center 3rd Party Address ID
- Fulfillment Center Active status
- Buying Unit Association
- Contact ID, Contact 3rd Party ID and Contact Name for the user associated to the fulfillment center
- Custom data associated with the Fulfillment Center

Third-Party Integration Impact

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

Supplier IDM - Phased Activation of Multi-Factor Authentication For Suppliers

Starting with the 23.2 release, JAGGAER implements the phased activation of the **Multi-Factor Authentication (MFA)** for Suppliers. Supplier users will be notified via the UI prior to the MFA activation, including:

- Explanation and Benefits of MFA
- Timeline of MFA Activation
- Request to update email that is used as username in IDM and as second factor for the authentication.

Note: All new supplier users in Supplier IDM will be automatically authenticated with MFA. For all other existing supplier users, the MFA activation will be in batch process.

Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default when **Supplier IDM** is enabled. Contact JAGGAER if you want to enable the **Supplier IDM**.
- New Permissions related to this feature: None
- New Notifications related to this feature: **Yes - One-Time-Password (OTP)**

User Impact

This feature does not impact end users.

Administrator Impact

This feature does not impact administrators.

Third-Party Integration Impact

This feature does not impact any third-party integrations.

Supplier Impact

- If **Multi-Factor Authentication (MFA)** is activated for a supplier user, the user will be notified (as explained above). Supplier user will be recommended to update his email (in the user profile section) that is used as username in IDM and as second factor for the authentication.
 - A new message in the login area is displayed for supplier users (before login) until MFA is activated for all users. There is a link in the message that redirects supplier users to a new page explaining what MFA is and what would be the impact.
- If **Multi-Factor Authentication (MFA)** is NOT activated for a supplier user, a message is displayed on the screen after logging to the application indicating the MFA activation Date for the current user. There is a link in the message that redirects supplier users to a new

page explaining what MFA is and what would be the impact.

- Supplier user can choose to "**Read More**" to get further information, or click "**Dismiss**" to be redirected to the application.

Note: Supplier users who already have a JAGGAER Global Identity (via Supplier IDM) will receive emails containing a **One-Time-Password (OTP)** when they attempt to authenticate to JAGGAER.

Supplier IDM - Updates To Password Security Rules for Suppliers

With the 23.2 release, the Password Security Rules are updated for supplier users including:

- Mix of uppercase and lowercase characters (at least 1 from each)
- Minimum of 12 characters (as opposed to 8 previously)
- Password must be different from the 12 previous passwords (as opposed to 3 previously)

Note: This is only applied to supplier users who already use the JAGGAER Supplier IDM. Supplier users will only be required to change their password at the time of the password expiry.

Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default when **Supplier IDM** is enabled. Contact JAGGAER if you want to enable the **Supplier IDM**.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

User Impact

This feature does not impact end users.

Administrator Impact

This feature does not impact administrators.

Third-Party Integration Impact

This feature does not impact any third-party integrations.

Supplier Impact

- The password security policy is updated as follows:
 - Minimum of 12 characters
 - Minimum of 1 uppercase characters
 - Minimum of 1 lowercase characters
 - Minimum of 1 special character
 - Minimum of 1 number
 - Email must be different from Password
 - Password must not be equal to any of the last 12 passwords
 - Password expires after 90 days
- Supplier users will only be required to change their password at the time of the password expiry.

Supplier IDM - Additional Supported Languages

With this release, the **Supplier IDM** is now enhanced to support five languages including:

- German
- English
- Italian
- French
- Spanish

Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default when **Supplier IDM** is enabled. Contact JAGGAER if you want to enable the **Supplier IDM**.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

User Impact

This feature does not impact end users.

Administrator Impact

This feature does not impact administrators.

Third-Party Integration Impact

This feature does not impact any third-party integrations.

Supplier Impact

- Supplier users can now choose any of the following languages before or after authentication via JAGGAER Supplier IDM:
 - German
 - English

- Italian
- French
- Spanish