
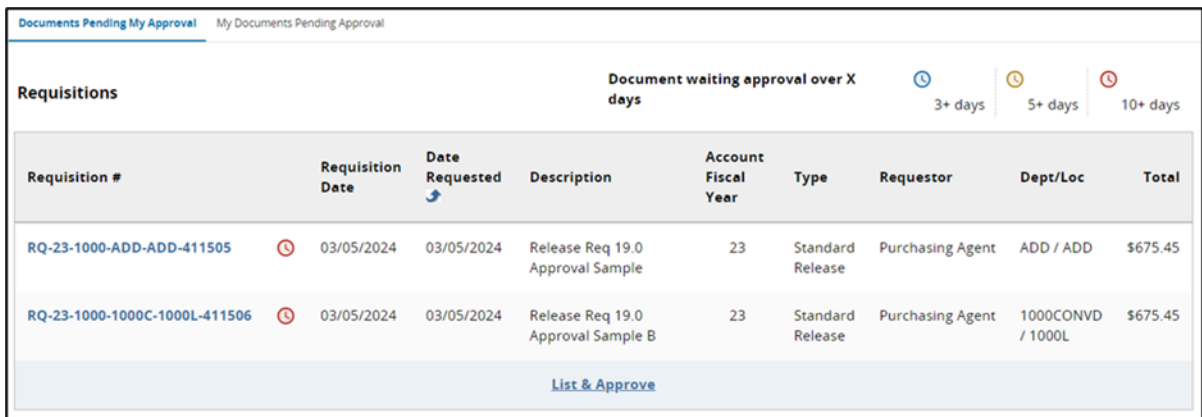


The Operational Services Division is pleased to share the newest COMMBUYS enhancements effective April 15, 2024.

Brief Description	Current Experience	New Experience
Alphabetical Vendor List for G2B Punchout Purchasing	G2B PunchOut vendors are listed chronologically based on the date their G2B PunchOut was established.	G2B PunchOut vendors are listed alphabetically in the PunchOut dropdown.
Direct link to G2B Punchouts from Left Navigation Bar/Menu 	Buyers select the G2B PunchOut link from the Settings icon.	Buyers may select the G2B PunchOut icon located in the left navigation bar/menu on the COMMBUYS home screen or may access PunchOuts from the Settings icon.
Enhancements to Document Approvals Interface	Approvers are provided a list of transactions pending their review.	Approvers have an improved summary of documents pending their review which includes indicator icons to signify how long the item has been pending approval.



Requisition #	Requisition Date	Date Requested	Description	Account Fiscal Year	Type	Requestor	Dept/Loc	Total
RQ-23-1000-ADD-ADD-411505	03/05/2024	03/05/2024	Release Req 19.0 Approval Sample	23	Standard Release	Purchasing Agent	ADD / ADD	\$675.45
RQ-23-1000-1000C-1000L-411506	03/05/2024	03/05/2024	Release Req 19.0 Approval Sample B	23	Standard Release	Purchasing Agent	1000CONVD / 1000L	\$675.45

Brief Description	Current Experience	New Experience
Approval Path Alerts for Organization Administrators (OAs)	OAs may set a User’s access to inactive without realizing the User also is an Approver.	When OAs change a User’s status to inactive, they will get an alert message if that User also is an Approver so the OA may update Approval Paths, as necessary.
Expanded Search Menu for Approval Path Maintenance	The Search menu for Approval Path Maintenance only is available for organizations with 25 or more Approval Paths.	All Organizations may use the Search menu regardless of how many Approval Paths have been created.

Brief Description	Current Experience	New Experience
CLM to COMMBUYS Attachments include "Attached by" User Name*	Attachment files sent from CLM into COMMBUYS do not display the name of the User who attached the file.	Attachment files sent from CLM into COMMBUYS now show the name of the User who attached the file.
Vendor Purchase Order Advanced Search Criteria includes Purchase Order Release #	Vendors are unable to search on Purchase Order Release #.	The Vendor Advanced Search includes Purchase Order Release # search criteria.
Vendor Blanket Advanced Search Criteria includes Organization and Department	Vendors are unable to use Organization or Department as search criteria when searching Master Blankets.	The Vendor Advanced Search includes Organization and Department search criteria for Master Blanket documents.

* The COMMBUYS Contract Lifecycle Management (CLM) tool is reserved for Executive Department use.

Refer questions to the [OSD Help Desk](#) at 888-MA-State (627-8283).