

NEW MENU/SEARCH FUNCTIONS AND CHANGES IN PENN MARKETPLACE – MONDAY, NOVEMBER 11, 2019

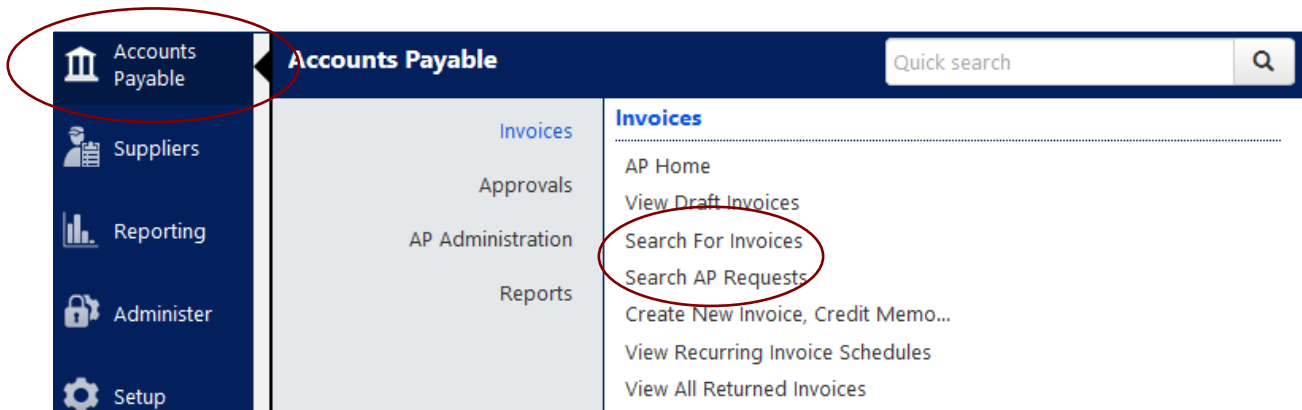
With Jaggaer's 19.3 release, the Penn Marketplace side bar menu will appear slightly different.

The "Documents" menu item will now appear as "Orders" and its options have changed. Invoice and Payment Requests searches are now located under the Accounts Payable menu item.

Accounts Payable

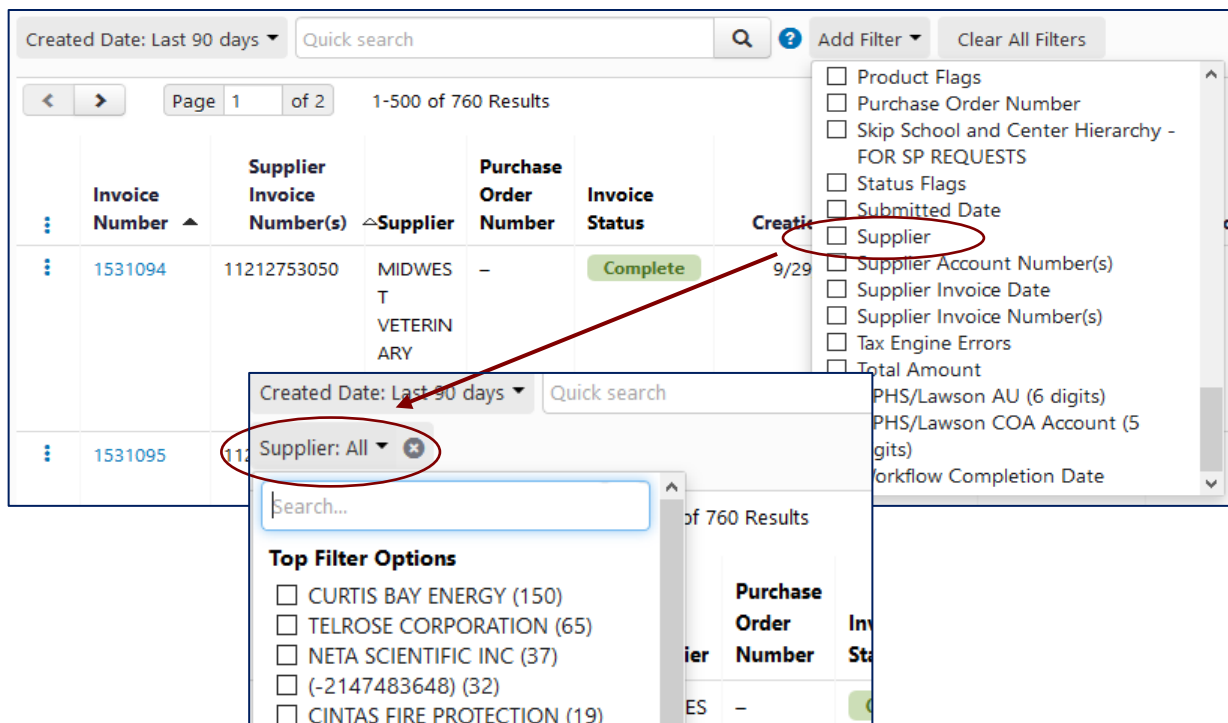
The Accounts Payable menu options will now allow searching for Invoices and Forms. Users will select the Accounts Payable menu item and select **Search for Invoices** or **Search for AP Requests**.

New



Another screen will appear where you can select Add Filter from the drop-down menu and identify a more granular value to complete your search. Search for Invoices and AP Requests examples are below:

Search for Invoices



Search AP Requests

Created Date: Last 90 days ▾ Quick search Add Filter ▾ Clear All Filters

1-18 of 18 Results

Form Name	Request Number ▲	Form Purpose	Available Filters
Non-PO Payment Request (Version 14)	383014	Non-PO Paym	<input type="checkbox"/> Approved By
Non-PO Payment Request (Version 14)	383044	Non-PO Paym	<input type="checkbox"/> Approved Date
Non-PO Payment Request (Version 14)	383049	Non-PO Paym	<input type="checkbox"/> Completed Date
Non-PO Payment Request (Version 14)	387322	Non-PO Paym	<input type="checkbox"/> Current Workflow Step
Non-PO Payment Request (Version 14)	387329	Non-PO Paym	<input type="checkbox"/> Form Status
Non-PO Payment Request (Version 14)	393471	Non-PO Paym	<input type="checkbox"/> Form Keywords
Non-PO Payment Request (Version 14)	403208	Non-PO Paym	<input type="checkbox"/> Form Name
			<input type="checkbox"/> Form Purpose
			<input type="checkbox"/> Form Type
			<input type="checkbox"/> Last Modified
			<input type="checkbox"/> Participant
			<input type="checkbox"/> Request Number

Find search filter...

Created Date: Last 90 days ▾ Quick search Add Filter ▾ Clear All Filters

Form Purpose: All ▾ ✕

Credit Memo Request

Multi-Check Request

Non-PO Payment Request

	Request Number ▲	Form Purpose
	387322	Non-PO Payment Request
	387329	Non-PO Payment Request
Non-PO Payment Request (Version 14)	393471	Non-PO Payment Request
Non-PO Payment Request (Version 14)	403208	Non-PO Payment Request
Non-PO Payment Request (Version 14)	403313	Non-PO Payment Request
Non-PO Payment Request (Version 14)	403322	Non-PO Payment Request
Non-PO Payment Request (Version 14)	403339	Non-PO Payment Request