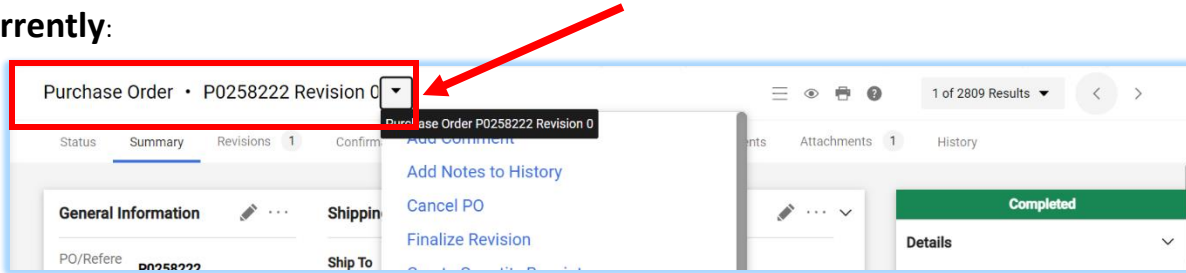


# What's New with E-Procurement?

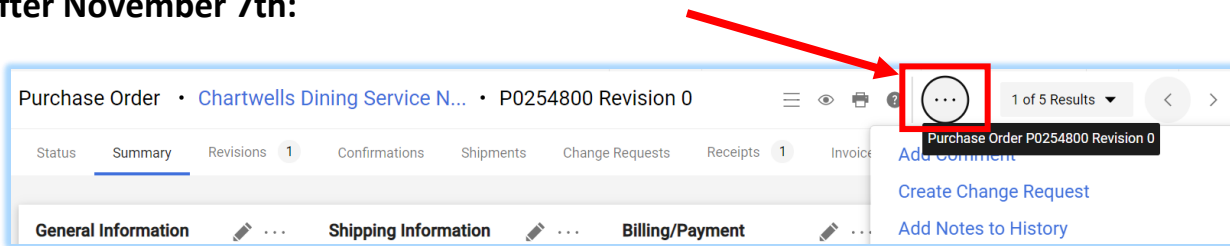
On **Monday, November 7<sup>th</sup>**, the E-Procurement system will be updating. Read below for details on these updates:

1. The **Document Actions** menu will be relocated from the upper left corner to the upper right corner. It can be found by clicking on the three dots, ( **⋮** ).

**Currently:**

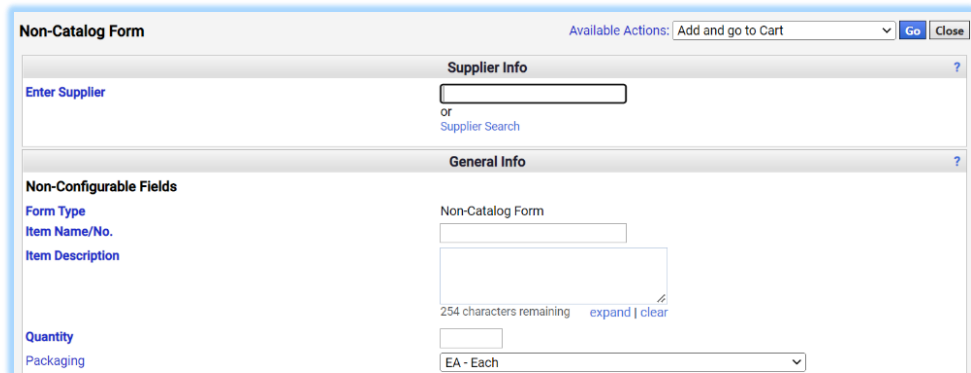


**After November 7<sup>th</sup>:**

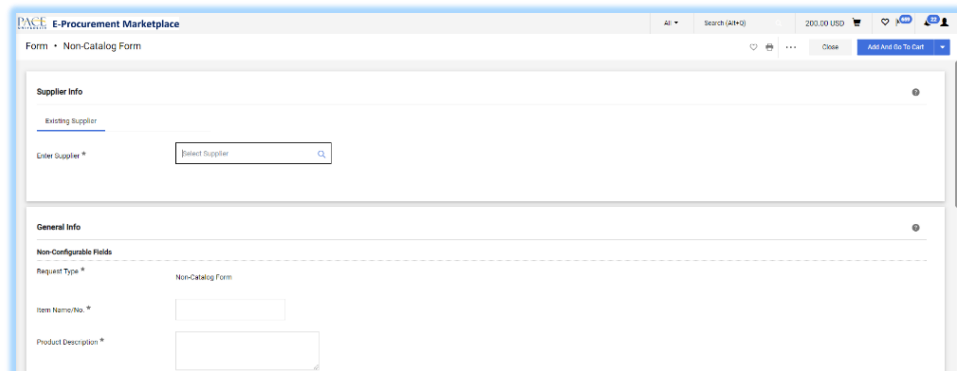


2. The Non-Catalogue form will no longer be viewable in the “Classic View.” All users will see the new and improved Non-Catalogue form, which has a sleeker, more streamlined look. All fields will remain the same:

**Currently:**

A screenshot of the current Non-Catalog Form interface. The form is titled 'Non-Catalog Form' and has a 'Supplier Info' section with a search box and a 'General Info' section with fields for 'Form Type', 'Item Name/No.', 'Item Description', 'Quantity', and 'Packaging'. The 'Item Description' field has a character count of '254 characters remaining'. The 'Packaging' field is set to 'EA - Each'. The form is displayed in a classic, somewhat cluttered layout.

**After November 7<sup>th</sup>:**

A screenshot of the updated Non-Catalog Form interface. The form is titled 'Non-Catalog Form' and has a 'Supplier Info' section with a search box and a 'General Info' section with fields for 'Request Type', 'Item Name/No.', and 'Product Description'. The 'Request Type' field is set to 'Non-Catalog Form'. The form is displayed in a sleeker, more streamlined layout with a modern design.