

An Update from the President's Office Admin & Finance Division

UMass Boston F&A Meeting

March 10, 2026



University of Massachusetts

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BuyWays (Jaggaer) 26.1 Enhancements

26.1 Highlights

- Scheduled release for adding enhancements from Jaggaer and UMass.
- Redesign Form Request User Experience
- Guide Me Questionnaires

System Down Time

Friday, March 27 @ 9:00 pm EST to Sunday, March 29 @ 12pm ET

Launch

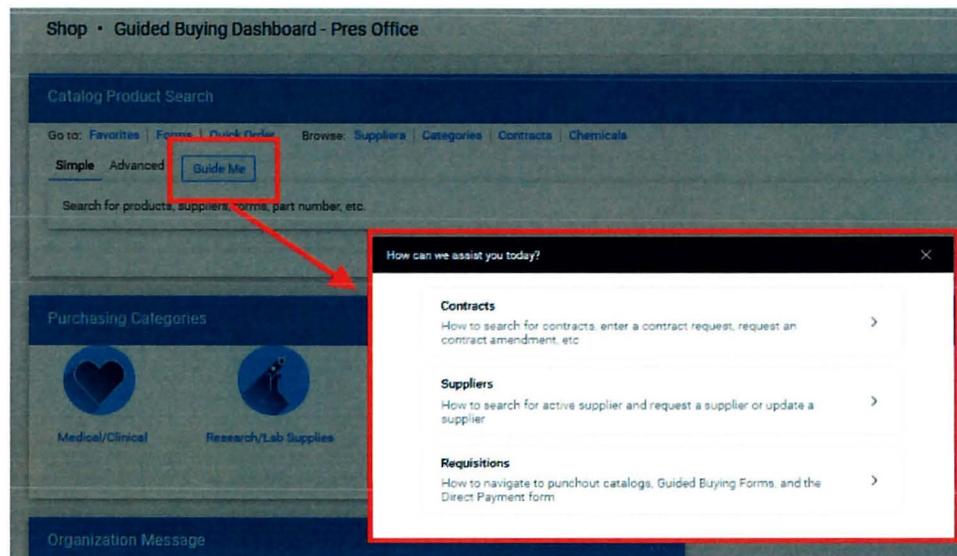
Monday, March 30, 2026

Next Steps

- Join us for [Coffee Hour](#) next Thursday, March 19, 2026, at 10:00 AM for more information.
- Please keep an eye on your email, as we will send out notifications and supporting documents.
- Join [UPST Office Hours](#) on Tuesday at 11:00 AM to ask any questions you may have.
- Updates regarding changes, transitions, or downtime will also be communicated via email and posted on the [UPST website](#), if necessary.



Guide Me Questionnaires



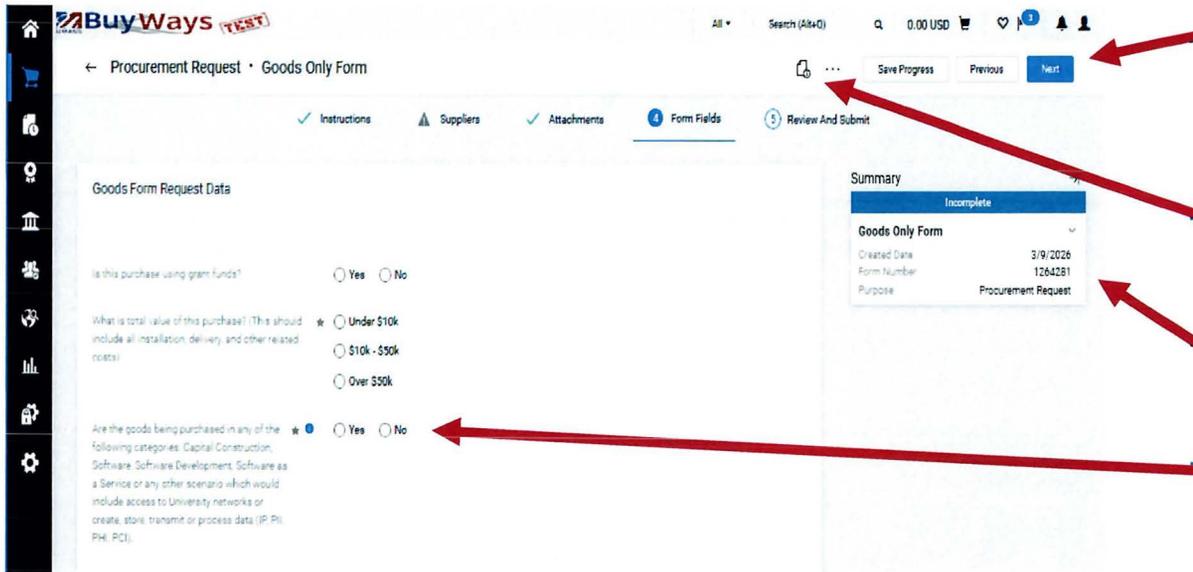
A new "Guide Me" button on the BuyWays homepage is available to help you navigate to the correct form in BuyWays based on what you're trying to accomplish.

The Guide Me feature is currently available only for the following transactions/processes:

- Contracts
- Suppliers
- Requisitions

Redesign Form Request User Experience

BuyWays forms will be updated for a modern, user-friendly look while keeping the content unchanged. This includes forms for contracts, supplier requests, and requisitions.



Main navigation will appear at the top, with Next, Save, and step links easily accessible.

Instructions will always be available via an icon at the top of every form.

Summary information will move to the right side for better visibility

Questions will be displayed on the left with answers on the right (instead of stacked below)

Coffee Hour – Gather Information from UMPO A&F

- The UMPO Administration and Finance (A&F) Coffee Hour takes place monthly and is open to all UMass colleagues.
- Our goal is to provide you with an opportunity to gather new operational information and resources to assist you in your daily work, including procurement, travel, business expenses, and other A&F-related activities.

- **Register for Upcoming Dates:**

- Mar 19, 2026, 10:00 AM - 11:00 AM
- Apr 16, 2026, 10:00 AM - 11:00 AM
- May 21, 2026, 10:00 AM - 11:00 AM
- Jun 18, 2026, 10:00 AM - 11:00 AM



Join us NEXT THURSDAY, 3/19, at 10AM!

Special guests from the Unified Procurement Services Team (UPST) and Treasury

- Enhancements in BuyWays / Jaggaer Release 26.1
- UMass Insurance Best Practices: Certificates, Different Liability Types, and How We Can Help

Training Support for Fiscal Year End

Fiscal year-end is approaching quickly. This is a great time to connect with the training team and refresh your skills!

Live Support	Unified Procurement Services Team (UPST)	Travel and Expense (T&E)
Office Hours	UPST Office Hours: Weekly on Tuesdays from 11 AM – 12 PM	Concur Office Hours: Weekly on Mondays from 3pm to 4pm
User Training	BuyWays Training Sessions <ul style="list-style-type: none"> ▪ Shopper / Requisitioners ▪ Approvers ▪ Supplier Request ▪ Change Request, Direct Payment, Blanket Order ▪ Contract Request 	Concur Training Sessions <ul style="list-style-type: none"> • Travel & Expense • Approver

For custom training requests or additional questions, please contact us at A&FSupport@umassp.edu or call 774-545-8778.

UMass Travel Partner Spotlight Series

Learn about perks and benefits from UMass Travel Partners!

Discussion will include:

- Discounts and upgrades
- Expert insights from travel partner representatives
- Practical resources for your daily work
- The opportunity for a one-stop shop for all your travel needs

Registration Now Open

Upcoming Sessions

March 25, 2026, at 2 PM

Southwest Airlines, Collegiate Travel Planners (CTP), Avis/Budget

April 1, 2026, at 1 PM

JetBlue, Collegiate Travel Planners (CTP), United Airlines

April 8, 2026, at 10 AM

American Airlines, British Airways, Japan Airlines, Collegiate Travel Planners (CTP)



We're Here to Help!



Email A&FSupport@umassp.edu



Call 774-545-8778



Attend Office Hours for [UPST](#) and [Concur](#)



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Ask our [Chatbot Buddy](#)



Questions

