P2P Newsletter

UR Procurement Marketplace Gets an Upgrade

On April 7, the UR Procurement Marketplace (Jaggaer) successfully underwent a scheduled upgrade. Changes made did not impact end users. If you have questions, please email Procurment_Service_Center@ur.rochester.edu or call x52012.

4 Purchasing System Changed to 4 Qualified Supplier

Effective April 1, we have made it easier for you to determine if a supplier is qualified and can be used on your requisition. All qualified suppliers are assigned to the **4 Qualified Supplier** group (previously known as the "4 Purchasing System" group). To determine if the supplier you are looking at is in this group, click on the supplier name or right-click to *See in New Tab*.

The Supplier Group "4 Qualified Supplier" is confirmation that the supplier is qualified and can be used on a Requisition. If you want to use the supplier on a Requisition but it is not qualified, you must contact Purchasing to work with the supplier to submit the required documentation to obtain the qualified designation. A "Find and View a Supplier" quick reference guide is being developed to help Workday users choose the best supplier for their needs, and is expected to be completed in the near future.

P2P Status Report — Week 37

Total Requisitions: 844	Requisition Total Turnaround Time:
Reqs Completed: 803	**2.69 Days**
Reqs In Progress: 5	
Reqs Cancelled: 45	

Total Supplier Invoice Requests: 872	SIRs Total Turnaround Time:
SIRs Completed: 865	**1.66 Days**
SIRs In Progress: 7	
SIRs Cancelled: 39	

Catalog Suppliers Enabled in Jaggaer Marketplace

Airgas USA LLC	Johnston Paper
Beckman Coulter	Krackeler Scientific
Bio-Rad Laboratories	Laboratory Products Sales
EMD Millipore Corp	Life Technologies
Dupli Graphics	McMaster-Carr Supply Company
Fisher Scientific*	Sedgwick
Graybar Electronics	Sigma-Aldrich
Henry Schein	Staples
Hill and Markes, Inc.	VWR International
Illumina	Workplace Interiors

Integrated DNA Technologies Inc.

Upcoming Marketplace Supplier Updates

Qiagen is currently in the testing phase, and should be live soon. The Fisher Scientific catalog has been temporarily disabled due to an issue with ship-to addresses. Fisher has mapped the ship-to address, and will begin testing this week. Once testing is complete, the catalog will be re-enabled in the Marketplace.

Enhancements to UR Procurement Website

A new section on Workday Tips and Tricks has been added to the UR Procurement Website. This is a resource for P2P participants to find helpful hints, learn about common Workday processes, and become a more savvy Workday user. Topics range from simple guides on how to create receipts, to instructions for viewing requisition details on your mobile device. The website even has Video Snippets, so viewers can learn how to perform tasks in Workday in real time!

Pilot 2 Launches Later This Month

Pilot 1, which launched on February 18, has been a success! Now we move forward with Pilot 2, with two separate rollouts scheduled for April 15 and April 22. Pilot 2 will bring onboard 152 new Initiators and 46 new Approvers from 16 departments, encompassing nearly 1,600 FAOs and an estimated 77,000 annual transactions. This Pilot will expand electronic requisitioning capabilities to these Initiators and Approvers, giving the participants greater visibility to their requisitions, tighter controls over their budgets, and faster turnaround times.

P2P Leadership will be holding daily calls from 4:00-4:30 to address any questions or issues as they arise. A different topic from the Tips and Tricks section of the Procurement website will also be discussed during these calls. Pilot 2 participants are highly encouraged to join in on these calls.

Here's to a successful rollout for Pilot 2!

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