## Understanding the Quantity Field in P2P

Unlike previous purchasing modules used by the University, Jaggaer does not allow a negative value to be entered in the Quantity field — the order transmission will fail. This method was previously used to list discounts on a purchase order. Going forward, P2P Leadership recommends that initiators list the discount as part of the line description, and also include a note regarding the discount in the "Memo to Supplier" field. Please also be aware that whole numbers are required — for example, you cannot submit a goods line of "2.5" units.

Adding / Removing P2P Access

If you need to Add or Remove P2P Access (i.e. add additional initiators or approvers) in UR Procurement, you can submit requests within the Procurement Worklet. After selecting the Procurement Worklet, go to "Add or Remove P2P Access" in the Resources section and you will be taken to the UR Procurement Form to request the access changes.
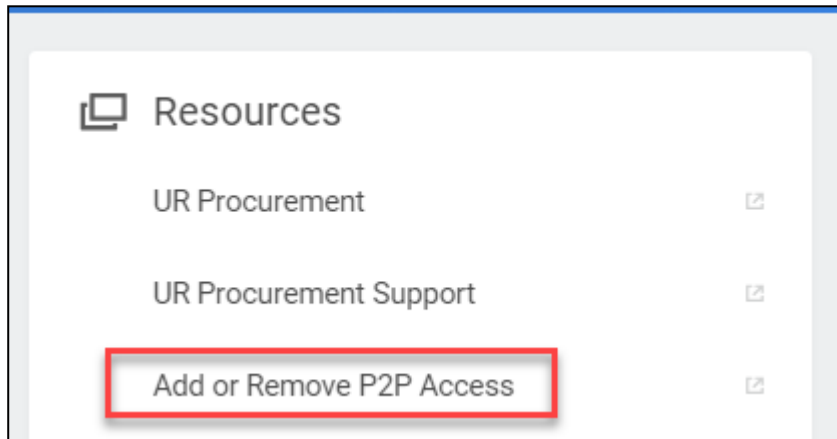
P2P Status Report — Week 42

Total Requisitions: 1,436   **Requsition Total Turnaround Time:**

    Reqs Completed: 1,354   **2.63 Days**

    Reqs In Progress: 76

    Reqs Cancelled: 71

Total Supplier Invoice Requests: 1,420   **SIRs Total Turnaround Time:**

    SIRs Completed: 1,389   **1.62 Days**

    SIRs In Progress: 28

    SIRs Cancelled: 68

Catalog Suppliers Enabled in Jaggaer Marketplace

Airgas USA LLC	Johnston Paper
Anixter	Krackeler Scientific
Beckman Coulter	Laboratory Products Sales
Bio-Rad Laboratories	Life Technologies
EMD Millipore Corp	McMaster-Carr Supply Company
Dupli Graphics	Qiagen
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

New additions to the Jaggaer Marketplace include Anixter and Qiagen! Take note that Fisher Scientific's catalog has been reactivated in the Marketplace including a quoting feature so all initiators can once again place orders with them.

Change to Specific Match Exception Routing

Service POs that are out of money will no longer route to Purchasing first. This type of match exception will route directly to the Requisition Requester since the exception can only be resolved by the requester. Requesters can either initiate a Change Order to add additional money to the purchase order, or create a new requisition and use the send back feature on the exception to have AP cancel and apply the invoice to the new PO. Please reach out to the P2P Service Center with any questions about this change.

More Demo Days Scheduled Later This Month

Do you want to learn more about the P2P project? Come to one of the P2P Demo Days scheduled for May! Two sessions are scheduled, and the topic for this month will be **Invoice Match Exceptions**. See below for details, and click on the link to sign up!

River Campus Demo Days — May 21 from 9:00 to 10:00 AM — Gleason Hall 318/418

Medical Center Demo Days — May 22 from 3:00 to 4:00 PM — Class of '62 Auditorium G-9425

See you there!

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