



UR Procurement Marketplace Gets an Upgrade

On July 21, the UR Procurement Marketplace (Jaggaer) successfully underwent a scheduled upgrade. Changes made did not impact end users. If you have questions, please email Procurement_Service_Center@ur.rochester.edu or call x52012.

P2P Supplier Invoice Request Handling Code Validation

In order to ensure Accounts Payable produces accurate payments, it is important to provide clear instruction about any special handling. Departmental initiators have an opportunity to convey these special handling instructions on both the Supplier Invoice Request (Handling Code field) as well as the Acceptable Use Questionnaire. A validation has been added to ensure the initiator has provided the same special handling instruction on both the SIR and Questionnaire so that if there is any misalignment the initiator can resolve the instructions.

On the Supplier Invoice Request, acceptable Handling Codes include Enclosure, Mail_Back and Pick_Up:

The screenshot shows a form with the following fields and options:

- Additional Information:**
 - Enclosure
 - Insurance_50
 - Insurance_91
 - Mail_Back
 - Patient
 - Patient_50
 - Patient_91
 - Pick_Up
- Ship-To Address**
- Payment Terms**
- Default Due Date**
- Reference Type**
- Handling Code** (dropdown menu)

On the Acceptable Use Questionnaire:

The screenshot shows a questionnaire with the following options:

- Enclosure to be sent with Check Payment
- Mailed Back to department
- Rush
- Picked Up
- Rush and Picked Up
- None of the above

This table illustrates the correct alignment of SIR Handling Code with Questionnaire response:

SIR Handling Code →	Enclosure	Mail_Back	Pick_Up
Questionnaire Option			
Enclosure to be sent with Check Payment	Yes	No	No
Mailed Back to department	No	Yes	No
Rush	No	No	No
Picked Up	No	No	Yes
Rush and Picked Up	No	No	Yes
None of the above	No	No	No

If you have any questions please remember to reach out to the P2P Service Center:

- Service Desk Portal : service.rochester.edu/procurement
- P2P Service Center: 275-2012
- Email: Procurement_service_center@Rochester.edu

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