UR Procurement

July 22, 2019

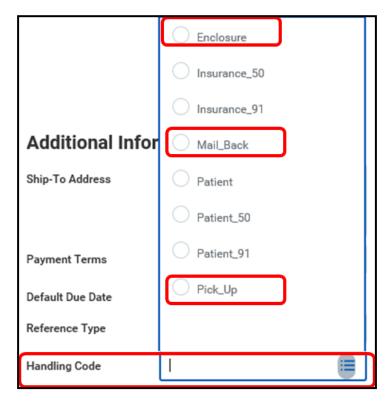


On July 21, the UR Procurement Marketplace (Jaggaer) successfully underwent a scheduled upgrade. Changes made did not impact end users. If you have questions, please email Procurement Service Center@ur.rochester.edu or call x52012.

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:



On the Acceptable Use Questionnaire:

Complete this question if Payment Type is Check Separate, OR if special handling is being requested.				
\bigcirc	Enclosure to be sent with Check Payment			
\bigcirc	Mailed Back to department			
\bigcirc	Rush			
\bigcirc	Picked Up			
\bigcirc	Rush and Picked Up			
\bigcirc	None of the above			

 $This \ table \ illustrates \ the \ correct \ alignment \ of \ SIR \ Handling \ Code \ with \ Question naire \ response:$

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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