

Out of Scope Areas for P2P

This is a reminder that the following are currently out of scope with the P2P project and you should continue using your current order process for these:

- Clinical Supplies
- SMH Capital (This will be coming soon in P2P)
- Internal purchases (i.e. UR Tech Store, Meliora Catering, Food and Nutrition, Barnes and Noble, etc)
- Biological Supply Center

The following suppliers currently have unique processes where individual purchase orders are not created. Continue to follow the current process if you need to order from one of these suppliers. When their processes are transitioned to Workday, communication will be distributed on when and what the new ordering process will be. In the interim if you have questions regarding the supplier or procuring goods or services from them, reach out to the contract person listed.

Supplier	Contact
B and V Testing Inc	Dan Leyrer 275-0824
Fax Doctor	Greg Fuller 273-1826
Irish Welding and Carbonic Corp	Mary Ellen Liss 275-8379
Iron Mountain	Luis Perez 275-3547
Mountain Glacier	Cam Bojko 275-2021
MVI (Micro Video Instruments)	Dan Leyrer 275-0824
Phoenix Equipment	Dan Leyrer 275-0824
Spectra Services	Dan Leyrer 275-0824
Stericycle (Regulated Medical Waste Contract)	Bernie Dame 275-5785
UIT Contracts for Telecommunications	Joe Manuse 276-3461
Uniform Village	Cam Bojko 275-2021
Up and Running	Greg Fuller 273-1826

Reminder to Include SPJCI for Orders Greater than \$25,000

To avoid processing delays with your requisition, please be sure to attach a Supplier Price Justification Conflict Information (SPJCI) Form for P2P requisitions >= \$25,000. This is required documentation to support the justification of the transaction and is required for audit purposes. The SPJCI Form is located on the Purchasing Website in the [Forms Bank](#).

Reminder to Include Consultant/Independent Contractor Forms

To avoid processing delays with your consultant/independent contractor requisition, please be sure to attach the appropriate paperwork when completing the preliminary questionnaire after submitting your requisition. To learn more about consultant/independent contractors and the required paperwork, please refer to [the Purchasing Website](#).

Non-Catalog Requisitions and Quotes

It is best practice when creating a non-catalog requisition to itemize the line items from the quote rather than create one line and reference a quote number. This will provide detail and better reporting of your purchasing transactions and will allow you to enter receipts for each line item if the supplier ships and invoices the items on different dates avoiding potential invoice match exceptions.

Not Recommended Example:

Line 1: 1 ea Items as referenced in quote# 14724B \$415,902.78

Best Practice Example:

Line 1: 1 ea QM8700 HDR Managed Switch PSE, 42 U 1100mm Primary Rack \$358,244.66

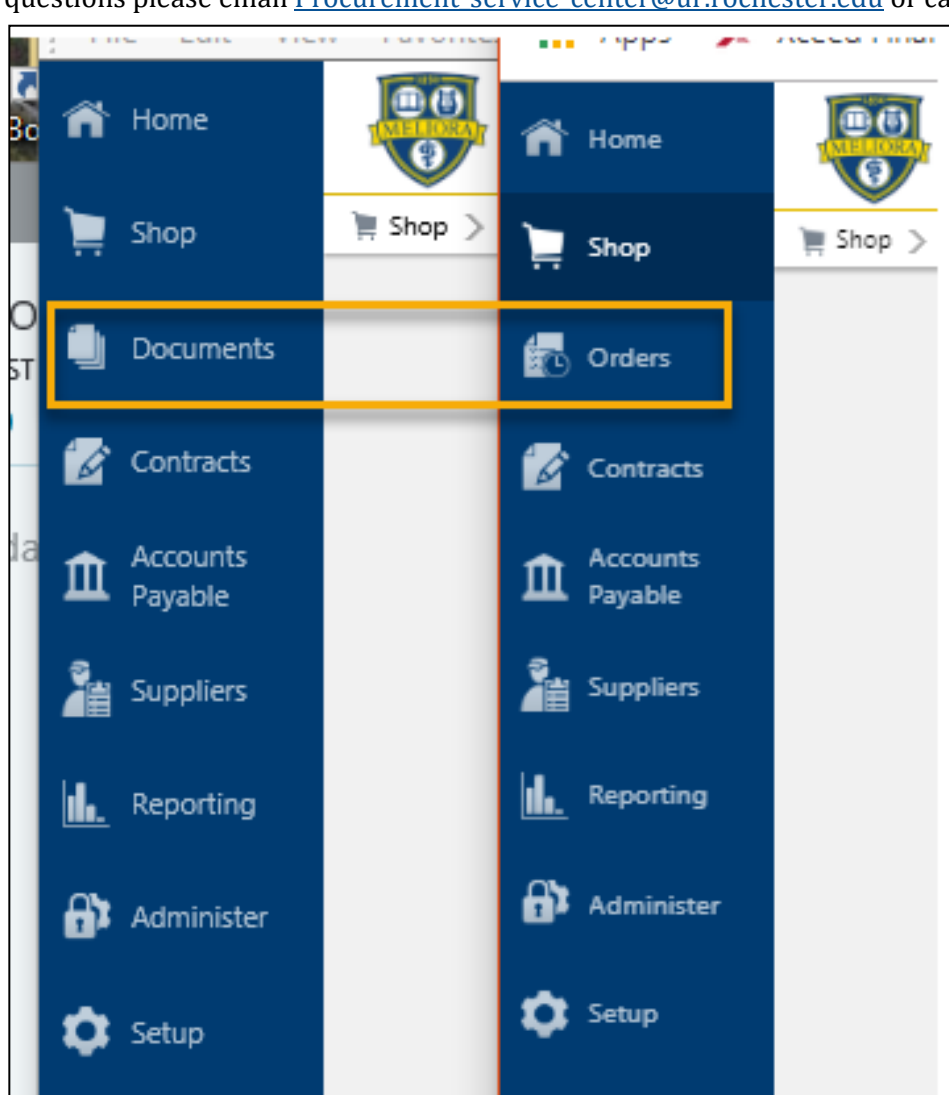
Line 2: 12 ea 10m HDR AOC Cable \$1,077.51

Line 3: 11 ea Managed PSPC Daily—TVL-NA \$3,500.00

Line 4: 12 ea 20m Mellanox EDR IB Optical QSFP28 Cable \$519.00

UR Procurement Marketplace Gets an Upgrade

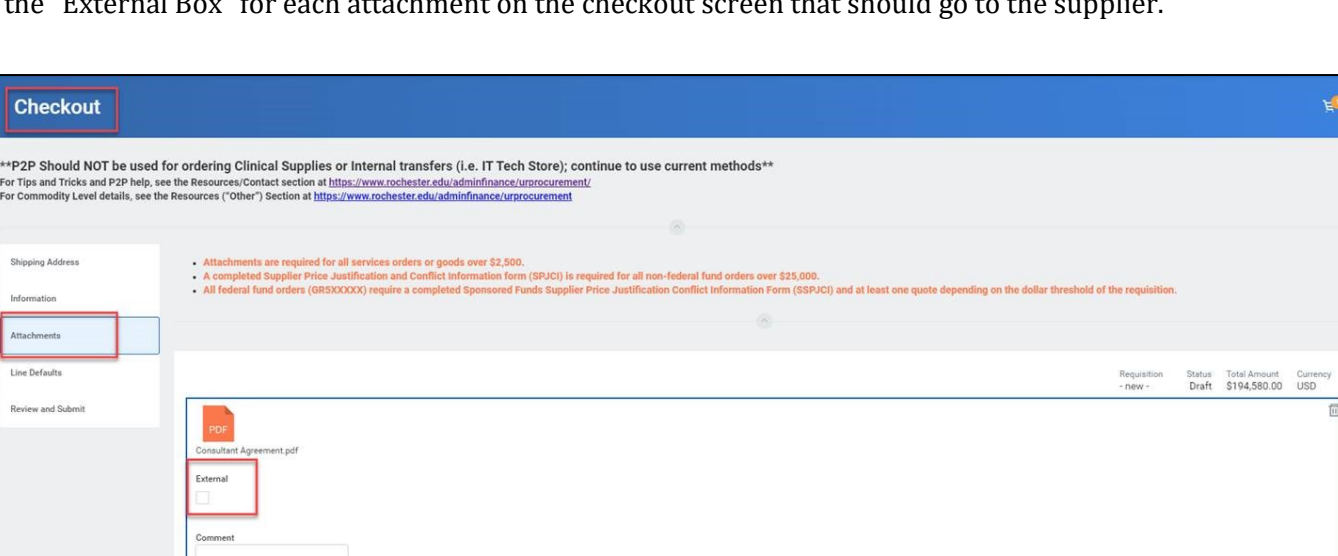
On November 10th, the UR Financials Procurement Marketplace (Jaggaer) successfully underwent a scheduled upgrade. Changes made will impact end users as follows: Only one change to be aware of: the Documents search icon located on the left side of the Marketplace screen is now called Orders. If you have questions please email Procurement_service_center@ur.rochester.edu or call x52012.



Transmission of Purchase Orders to Suppliers

After all approvals have been completed on requisitions, a purchase order is generated and is transmitted to the supplier. We are unable to stop PO's from distributing directly to the supplier. The only time we can prevent an order from transmitting to a supplier is when you create a change order and it is for internal changes. You have the option to prevent it from transmitting.

If you need to have documents transmitted with a PO, they should be attached to the requisition when it is created. It is best practice to attach individual documents as separate attachments and then you can select the "External Box" for each attachment on the checkout screen that should go to the supplier.



P2P Status Report — Week 64

Total Requisitions: 7,367

Reqs Completed: 7,079

Reqs In Progress: 269

Reqs Cancelled: 283

Requisition Total Turnaround Time:

5.20 Days

Total Supplier Invoice Requests: 6,606

SIRs Completed: 6,368

SIRs In Progress: 238

SIRs Cancelled: 306

SIRs Total Turnaround Time:

2.30 Days

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