

Grant Subcontract Invoices via Supplier Invoice Request

Effective January 6th, 2020 all grant subcontract invoices should be submitted for payment using the Create Supplier Invoice Request task. By using SC57150 Subcontract spend category, the SIR will have special routing to ORACS just as the paper process flows today. Please review the detailed guide located at [UR Procurement > Resources > P2P Self Help > SIR Support Tools](#) for more information.

Remember that all GR SIRs route to a Principle Investigator as the first financial approval in lieu of the FAO Procurement Manager approval. If your department wants any preliminary or additional approvals beyond the financial approval routing that is configured in Workday, you may continue to gather those approvals on the paper invoice or via email and attach them to the SIR. Approver reference guides and videos, including how to delegate, are located at [UR Procurement > Resources > P2P Self Help > Approver Support Tools](#).

Supplier Invoice Date, Payment Terms, and Due Date

Please remember to edit the SIR Invoice Date to reflect the date of the invoice. Accounts Payable has found that many SIR initiators are unnecessarily spending time changing SIR Payment Terms and Due Dates (and explaining on the questionnaire why dates/terms were changed) to get their invoices to pay immediately. This is unnecessary effort in the majority of cases. Once fully approved, invoices are settled daily one business day prior to the Due Date. Approved invoices with Due Dates in the past are settled immediately.

The SIR Invoice Date defaults to today's date (the date you are creating the SIR). Type in or select the correct date. If the calculated Due Date is a date in the past, then there is no need to alter anything to ensure payment is made immediately once all approvals are obtained.

In some situations, we found the supplier indicates their payment terms on their invoice, but the initiator is requesting shorter payment terms on the SIR. This is not a fiscally responsible practice and should be avoided/discontinued.

A Quick Reminder — Please Cancel Unneeded Supplier Invoice Requests!

Please do not abandon SIRs in Draft status. Accounts Payable staff review these in an attempt to assist departments with completion of their SIRs, only to discover that the payment was handled in some other way. Thanks for keeping this in mind!

Some Suppliers Are Not Allowed on Supplier Invoice Request

Remember to review your supplier prior to selecting it for use on a SIR. Suppliers designated with the Groups "3 Marketing" or "4-1 Unallowable for SIR" are not allowed for use on SIRs. Many of the SIRs waiting in Draft status are there due to the supplier not being allowed. In these situations, the SIR should be cancelled and generally a Requisition should be created requesting payment for the past order and reference the invoice # (so that the supplier does not duplicate the order). Once the Purchase Order is generated from the Req, the department should write the PUR PO# on the invoice and mail the invoice to Accounts Payable who will process it for payment.

Requisition Turnaround Time

Purchasing is continuing to focus and find improvements to reduce requisition turnaround times in Procure to Pay. You can assist with reducing turnaround times by reviewing the recommended best practices for requisition processing below:

- **Utilize a qualified supplier** (check the supplier and see if they are assigned the "4-Qualified Group")
 - ⇒ If the supplier is new and not qualified, engage with Purchasing early in the process so we can work with you and the supplier to have them complete the qualification process in advance of the date you want to engage them
- If you are **engaging with a Consultant/Independent Contractor**, be sure to attach the appropriate paperwork to the requisition.
 - ⇒ To find out more, visit the following resources on the Purchasing Website or speak with someone on the Services Team:
 - <https://www.urmc.rochester.edu/purchasing/how-to-purchase/purchase-orders.cfm#Consultant>
 - <https://www.urmc.rochester.edu/purchasing/documents/Consultant-Independent-Contractor-Training-Guide.pdf>
- **Supplier Price Justification Conflict Information Form** – Remember that this form is required for transactions \$25,000 or greater.
 - ⇒ Be sure to complete and attach this form to the requisition to avoid delays and having the requisition returned.

Additional P2P MyPath Training Available Beyond Go-Live

After you are live on P2P and create requisitions, take a moment to review some of the MyPath Modules available to you. One helpful training activity is the **Create Receipt and Match Exception Overview for Initiators** module. This will assist you with receiving your purchase order and resolving any invoice match exceptions so invoices can be processed and payment issued timely to the supplier. You can find this module by searching for "P2P Advanced" in the search bar. Another useful module is titled **Reporting and Analytics Overview**. As you begin to utilize P2P for your requisition and SIR transactions, this module will help you learn to obtain detailed reports of these transactions. You can find this module by searching for "P2P Advanced" in the search bar.

Transitioning of Blanket Order POs to P2P

Current participants in the Procure to Pay (UR Procurement) system are required to convert transactions to the UR Procurement system. Determine if your blanket PO need is for a good or service and then review the options below on what method to use to convert that order to the UR Procurement system.

Please contact the P2P Service Center at Procurement.Service.Center@ur.rochester.edu if you need assistance. You can also sign up for a P2P Workshop to walk through how to create your blanket order requisition in Workday. You can register for a P2P Workshop in MyPath. Search for "P2P Workshop" to find the next available dates.

Procure to Pay Goods Blanket Order Options		
Workday Create Requisition Method	Purpose	Receipt Requirement
Catalog Requisition (Marketplace)	Order as needed from catalog suppliers	>\$2,500 Non-Grant >\$0 Grant (GR FAO)
Non-Catalog Goods Requisition	Order as needed from non-catalog suppliers not in the Marketplace	>\$2,500 Non-Grant >\$0 Grant (GR FAO)
Requisition Template (Goods)	If supplier is not in the Marketplace and you repeatedly order the same items, consider creating a requisition template to streamline ordering	>\$2,500 Non-Grant >\$0 Grant (GR FAO)
Non-Catalog Goods Requisition from prior non-catalog requisition	Utilize when you need to order an item(s) that was ordered previously to streamline the ordering process	>\$2,500 Non-Grant >\$0 Grant (GR FAO)

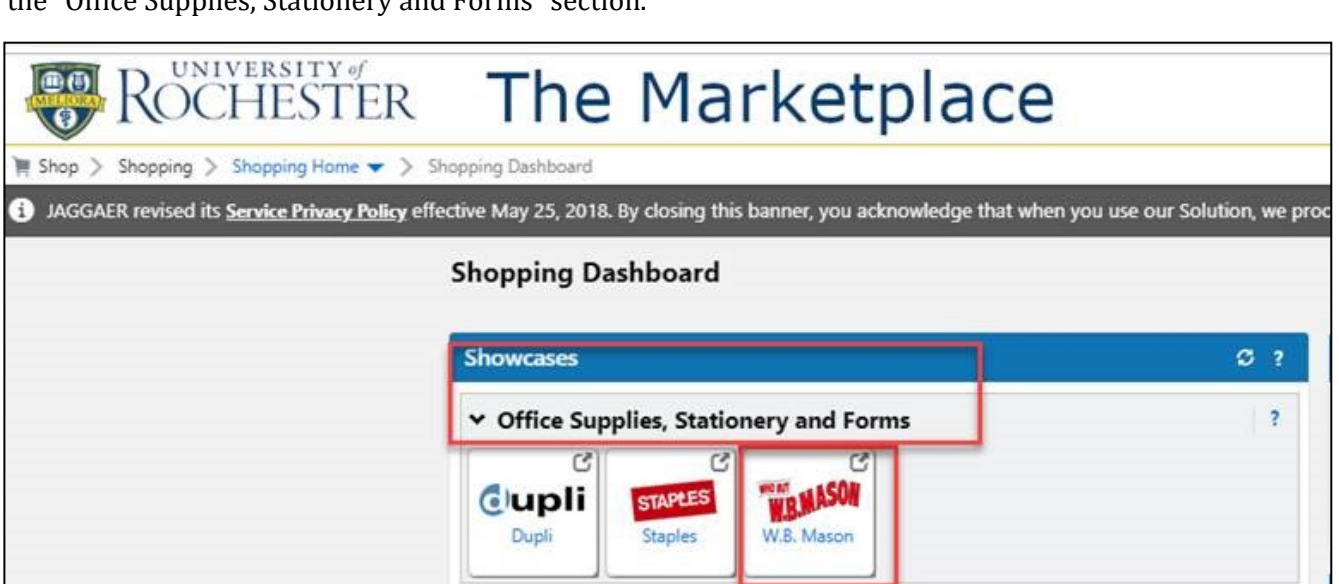
Procure to Pay Service Blanket Order Options		
Workday Create Requisition Method	Purpose	Receipt Requirement
Non-Catalog Service Requisition	Order as needed from non-catalog service suppliers	>\$0
Requisition Template (Services)	If you repeatedly order the same services, consider creating a requisition template to streamline ordering	>\$0
Non-Catalog Service Requisition from prior non-catalog requisition	Utilize when you need to order a service that was ordered previously to streamline the ordering process	>\$0

Supplier Change for Copy Paper and Toner & Printer Ink Cartridges ONLY

W.B. Mason has been selected as the new UR supplier for Copy Paper, Toner & Printer Ink Cartridges ONLY. Effective immediately, all copy paper, toner & printer ink cartridge related products will no longer be purchased via Staples. These items will now be supplied by W.B. Mason UR and W.B. Mason have enabled a specific Jaggaer P2P punch-out in the UR Marketplace with UR contracted pricing for copy paper, toner & printer ink cartridges.

Note: For significant cost savings regarding high use copy paper, W.B. Mason SKU **RBB61200** replaces Staples SKU **135848**.

Currently enabled P2P users can enter the UR Marketplace and use the W.B. Mason punch-out button in the "Office Supplies, Stationery and Forms" section.



Current Staples orders in process for these items should flow normal business, but all users are required to transition to W.B. Mason as the need arises for copy paper, toner & printer ink cartridges. These items ultimately will be blocked from purchase via Staples, and W.B. Mason will be the only available option for purchase.

Please contact Dave Lang (276-1462 or david_lang@urmc.rochester.edu) with any questions or concerns regarding this transition. Important: If you have a desktop printer but no longer require one, please let Dave know by December 31, 2019.

P2P Status Report — Week 68

Total Requisitions: 11,109	Requisition Total Turnaround Time:
Reqs Completed: 10,229	5.67 Days
Reqs In Progress: 423	
Reqs Cancelled: 418	

Total Supplier Invoice Requests: 10,111	SIRs Total Turnaround Time:
SIRs Completed: 9,855	2.64 Days
SIRs In Progress: 332	
SIRs Cancelled: 526	

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