New Marketplace Supplier Enabled

The Perkin Elmer Health Science catalog has been enabled in UR Marketplace for ordering of radioactive isotopes. When ordering items from the catalog, the spend category SC60700 will automatically default on your requisition and the system will require a ship to location of 477C Elmwood Avenue on the requisition. If you experience any issues utilizing the catalog, please contact the P2P Service Center.

Users should not do a mixed order of radioactive and non-radioactive materials since the spend category for the entire order must be SC60700 Radioisotopes and the order must be delivered to Radiation Safety located at 477C Elmwood Avenue. (Unless the non-rad items need to be shipped together).

Radioactive orders will have a special handling fee ($40.50), users will be prompted to add this fee in the Freight field on the Checkout page.

All radioactive orders automatically route to Radiation Safety for review and approval.

It is a small time saver to select the 477C Elmwood Avenue ship-to address on the Create Requisition screen. However, if this is not done on the Create Requisition, users can select the […] button at the bottom of the Checkout screen to Edit Address. Please note, the deliver-to address is not transmitted to the supplier, only the Ship-to Address.

If the Supplier Memo field is populate (with a note to supplier, for example) the purchase order will route to PerkinElmer customer service for review prior to processing.

EMD Millipore Orders Require a Delivery Date

The delivery date field is not required when completing a requisition; however, please note EMD Millipore orders require a delivery date or they will be unable to transmit. Please make sure you include a delivery date on requisitions submitted for EMD Millipore.

Delegation Time Limit

A time limit was recently discussed and approved to establish a time limit when setting a delegation. Most delegations are assigned when someone will be out on vacation and is a defined period of time. There are other delegations that are longer term. The system will be updated to prevent setting a delegation more than 12 months in the future to allow for an annual review and reset of the delegation.

New! SIR Study Participant Reference Guide

A reference guide has been prepared to address the additional compliance areas that occur with payments to study participants. There is concern that HIPAA (study-identifying) information and/or PII (social security numbers) are unnecessarily being shared on these SIRs/paper F4s. The guide, available at P2P Self Help > Supplier Invoice Request Support Tools > Quick Reference Guides, identifies the minimum necessary information to complete your submission and information about details that should not be included. Additionally, you'll see the spend categories for Human Subjects have been updated and included in the guide as well as on the UR Financials Tools site > Spend and Revenue Category Definitions.

Purchase Order Attachments—.msg file

File attachments for purchase orders must adhere to certain file types. .Msg files cannot be transmitted with a purchase order to the supplier. Please only include the following type of attachments for purchase orders: DOC, DOCX, DOT, XML, PDF, TIF, TXT, XLS, HTM, HTML, PPT, GIF, PNG, JPG, JPEG,PS, RTF, BMP, PCX, SNP, ZIP

Marketplace Ordering and Decommissioning of SOLO Accounts

Communication was recently distributed to staff who have SOLO accounts with Staples and Dupli. These accounts will be turned off on May 11th (Staples) and May 18th (Dupli) as staff should be placing their orders in P2P. If staff currently do not have access to P2P, MyPath Training for Initiators should be completed along with the submission of a P2P Security Form. If staff need training on how to place an order to Staples or Dupli through the P2P Marketplace, Marketplace (SOLO) Requisition Zoom Instructor Led classes are scheduled and can be viewed on the UR Procurement Website. You can register for the class in MyPath.

Browsers in P2P

The P2P Service Center has received an increase in calls over the past week regarding Workday access issues when using Internet Explorer. Based on feedback and user experience, we recommend that you do not use Internet Explorer with Workday. You can set a default browser like Chrome by

MyPath P2P Advanced Training

There are additional training modules in MyPath for experienced P2P users. The **Create Receipt and Match Exception Overview class** is *required* for everyone who is in the "Initiator" role. This should be completed *after* you are live in UR Procurement. The **Reporting and Analytics Class** is optional. You can find these classes in MyPath by entering "P2P Advanced" in the search bar. Each module will take approximately 15-20 minutes to complete

Invoice Match Exception Instructor Led Training Class

The P2P Instructor Led Training sessions have been expanded to include training on Invoice Match Exceptions and Creating Receipts. To see a schedule of all P2P Instructor Led classes, please review the UR Procurement Training Website.

The P2P Instructor Led Training sessions are virtual zoom sessions. You can register for any of these sessions in MyPath by searching for "P2P Workshop". The sessions are limited to 25.

Transition of Blanket Purchase Orders to P2P

The P2P Team is working on details and training sessions to assist with the transition of blanket purchase orders to P2P. Details will be coming soon. If you have questions or need assistance in the interim, please contact the P2P Service Center for assistance.

P2P Status Report

Total Requisitions: 25,659

Requisition Average Turnaround Time: 6.27 Days

Requisition Qualified Supplier Turnaround Time:	7.77 Days
New Supplier – Non Catalog Turnaround Time:	12.40 Days
Marketplace Order Turnaround Time:	1.76 Days

Total Supplier Invoice Requests: 19,211

SIRs Total Turnaround Time: 3.17 Days