

## New Marketplace Supplier Coming Soon

Testing with B&H Photo will be completed soon and we expect the catalog to be live sometime during the week of May 25th. Stay tuned for updates.

## Delegations and Delegation Time Limit

### Setting Delegations:

If you are an approver and will be out of the office, please remember to set up a delegation for your approvals. [Instructions](#) can be found in the P2P Self Help Section. You are able to setup multiple delegations based on date ranges. Please review the [documentation](#) on how to set delegations or contact the P2P Service Center for assistance.

### Delegation Time Limit:

Based on recent communications regarding the 12 month delegation time limit and annual review requirements, anyone who has delegations that currently extend beyond 12 months will be adjusted to be compliant with the delegation policy limit. Communication will be sent to those who are impacted by this.

## Requisition Review Process

Due to COVID-19 and as previously communicated by senior leadership from the University and URMC, the University of Rochester is taking precautionary measures to control non-essential spending and maintain the financial welfare of the organization.

A weekly review of requisitions, based on the criteria below, has been put into place to support this directive.

- River Campus (Company 010, 020, 021, 022, 023, 024, 030, 070, 080) requisitions \$25,000 and greater
- Medical Center (Company 040, 050, 060, 090, 091, 092, Highland Hospital) non-clinical requisitions \$50,000 and greater

Based on this review step, the processing of requisitions may experience a delay. If you have questions regarding the status of a requisition, you can contact the P2P Service Center.

Email: [Procurement\\_service\\_center@ur.rochester.edu](mailto:Procurement_service_center@ur.rochester.edu)

Phone: 275-2012

Service Desk: <https://service.rochester.edu/procurement>

## Personal Protective Equipment (PPE) Order Needs for COVID-19

If you are a department on the River Campus and have a need to order personal protective equipment (masks, gowns, disinfectants, cleaners, gloves, caps, shoe covers) for COVID-19, please direct inquiries to [Daniel Richardson@URMC.Rochester.edu](mailto:Daniel_Richardson@URMC.Rochester.edu). Any PPE needs for the hospital/medical center should follow normal channels (i.e. SMH Supply Chain)

## Workday User Role Guide Now Available

A Workday User Role Guide has been developed for P2P and Financials users with the intent of helping users understand various available role assignments. The guide should help you when reviewing your own role assignments as well as for determining what roles may be appropriate to assign users that may not have the desired access. The guide is posted to the [UR Procurement Security Form webpage](#). As a reminder, you can review your role assignments by running the report **View My Role Assignments**.

## Marketplace Ordering and Decommissioning of SOLO Accounts

Communication was recently distributed to staff who have SOLO accounts with Staples and Dupli. Staples accounts were turned off on May 11th and Dupli accounts will be turned off on May 18th. 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, Zoom Instructor Led **Marketplace (SOLO) Requisition** classes are scheduled and can be viewed on the [UR Procurement Website](#). You can register for the class in MyPath.

## Instructor Led Training

Currently there are weekly instructor led training sessions and weekly workshops available. You can find these classes in [MyPath](#) by entering "P2P Workshop" in the search bar. There are 5 classes available:

- Weekly Tips and Tricks
- How to Create Marketplace Orders
- Create Requisitions (non-catalog)
- Supplier Invoice Requests
- Weekly Workshop—Open Topics

## P2P Status Report

**Total Requisitions: 27,715**

**Requisition Average Turnaround Time: 6.39 Days**

Requisition Qualified Supplier Turnaround Time: 7.79 Days

New Supplier – Non Catalog Turnaround Time: 12.79 Days

Marketplace Order Turnaround Time: 1.77 Days

**Total Supplier Invoice Requests: 21,051**

**SIRs Total Turnaround Time: 3.33 Days**