

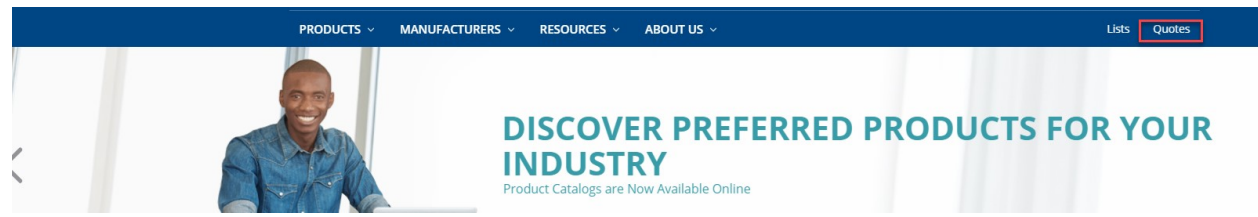
## New Marketplace Suppliers Enabled

B&H Photo Catalog is now available in the Audio Video Showcase in the Marketplace. Items available for purchase from the UR Tech Store will not be available in the catalog.

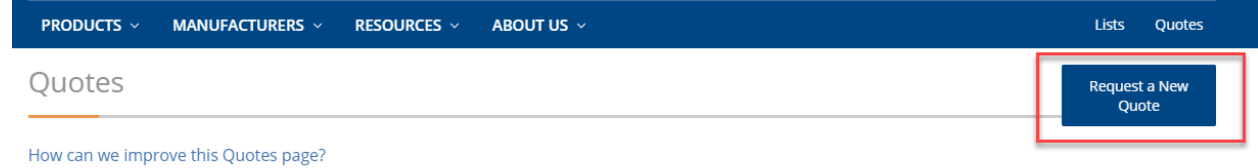
MedChem Express catalog is available in the Scientific Research Supplies showcase in the Marketplace. MedChem Express is providing a 20% discount to the University on catalog items.

## Obtaining and using quotes from Wesco Distribution

Marketplace supplier Wesco has a request a quote feature available. Once you log in and jump out to their Marketplace punchout catalog you will see a Quotes tab on the right of the blue bar.



Click on Quotes and then click on Request a New Quote.



Fill in the required fields and when finished click on Submit Request at the bottom of the page. You will be notified when your quote is available on the Marketplace Website. You will be able to retrieve your quote and proceed with your Marketplace Order.

Alternatively you can obtain a quote by contacting our rep, James Buongiorno ([jbuongiorno@wesco.com](mailto:jbuongiorno@wesco.com)) or by calling 585-458-1100. He can take your information and make your quote available to you on the Marketplace Website.

## Personal Protective Equipment (PPE) Order Needs for Campus Departments

While remote work arrangements remain in place for most non-essential University employees, some departments with staff and researchers on campus need items such as face masks, disinfecting wipes, gloves, surface sprays, and additional personal protective equipment (PPE) for their work areas at non-Medical Center offices and sites. [The University has launched an ordering site](#) to help ensure the best pricing, prevent internal bidding wars for these products, and assure the continued availability of these approved supplies for departments outside of the Medical Center.

Effective immediately, all non-Medical Center departments are required to use the new [PPE purchasing process](#) to order these PPE and cleaning products for employees and department common areas. Any exceptions to using this process and ordering through an outside supplier need to be pre-approved through Dave Nelson, director of support operations, at [david.nelson@rochester.edu](mailto:david.nelson@rochester.edu).

Any PPE needs for the hospital/medical center should follow normal channels (i.e. SMH Supply Chain)

## Requisitions to Foreign Ship to Address

P2P Requisitions with a foreign ship to address are unable to be transmitted to the supplier without manual intervention which could delay the receipt of the order by the supplier. We are currently investigating this issue with Jaggaer. In the interim as we investigate a resolution, you can consult the P2P Service Center for ordering alternatives to avoid delays with the order transmission. Updates will be provided as we receive them.

## Instructor Led Training

As of June 8, we no longer have an instructor for live zoom instructor led sessions. As an interim measure, recorded instructor led sessions are available on the UR [Procurement Website](#). You can also contact the [P2P Service Center](#) for assistance.

- ◆ **P2P Introduction and Overview**
- ◆ **Non-Catalog Requisition Overview**
- ◆ **Creating a Non-Catalog Requisition**
- ◆ **Creating a Marketplace Requisition**
- ◆ **Creating a Supplier Invoice Request**

## Grant Approval Requirement Update

After review with and endorsement from the P2P Steering Committee and Research Compliance Committee, updates are being made to P2P approvals that involve Grants. The changes are being made to address compliance risks by aligning approval thresholds across the University. These updates include a new role to assist with the oversight of grant expenditures. This new role provides departments with flexibility to assign other approvers as desired and will also reduce the number of approvals required by Principal Investigators.

### Requisitions/Change Orders

- New review by Grant Manager (new Workday role) starting at \$0 **required** for companies 11, 24, 30, 60 and 70.
- New review by Grant Manager (new Workday role) starting at \$0 **optional** for companies 10, 20-23, 40, 50, 80, 90-92.
  - Review step allows editing of the transactions, such as changing the FAO to an OP if the purchase should not be charged to a grant.
  - The option to use this role or not is designated at the Cost Center level, meaning all Grants in the cost center will have the same routing (either with or without Grant Manager approval).
- Prior approval started at \$1500 for Principal Investigator. New approval will start at \$500 for Principal Investigator.

### Supplier Invoice Requests

- New review by Grant Manager starting at \$0 **required** for all companies.
  - Even if you plan to opt-out of Requisition/Change Order Grant Manager approvals, the Grant Manager is still required on SIRs.
- Prior approval started at \$0 for Principal Investigator. New approval will start at \$500 for Principal Investigator.

- Remaining Requisition/Change Order and SIR routing is unchanged.

All Department/Cost Center Procurement Managers should have received an email from Marta Herman requesting the below responses. Please reach out to [Marta](#) if you are not sure if your department has responded.

1. For cost center that are in Company 10, 20-23, 40, 50, 80, or 90-92; do you want to opt-in or out of the Grant Manager approval step for the Cost Center?
2. Grant Manager role assignment can be assigned 1 of 2 ways:
  - a. Assign Grant Manager at hierarchy (including all grant and awards in the cost center)
    - i. Identify the user that should be assigned the role for the hierarchy.
  - b. Assign Grant Manager to specific grant
    - li. Identify each grant in the costs center and what user should be assigned the role.

As a reminder, there is a [Workday User Role Guide](#) that outlines Financial and P2P roles and related threshold and approval considerations. This guide is intended to assist you in reviewing and assigning roles for your FAOs and Cost Centers.