

UR Procurement Upgrade

Workday is upgraded twice a year. The next upgrade is scheduled for September 12th. The system will be unavailable from Friday, September 11 at 9pm until Monday, September 14th at 8am. There are no significant changes to the system that will impact end users. Additional details regarding impacts and system downtime will be provided prior to the upgrade.

New Marketplace Supplier Coming Soon



We are currently working with Amazon Business as a Punchout supplier catalog within the Jaggaer Marketplace. Stay tuned for further updates and a go-live date.

Supplier Group 4-2 Non-Catalog Orders Not Allowed

A recent supplier group and custom validation has been setup to prevent non-catalog requisitions for the following suppliers. Alternatives to non-catalog requisitions for these suppliers is outlined in the [Buying and Paying Guide](#) (4-2 Non Catalog Not Allowed Tab) on the UR Procurement Website and below.

Supplier

- Amazon
- BH Photo Video Inc
- Crystal Rock Bottled Water
- Iron Mountain Off Site Summary
- Iron Mountain Records Management
- Iron Mountain Summary
- Medline Industries Inc
- Medline Industries Inc 14400
- Medline Industries Summ
- Staples Business Advantage

P2P Monthly Workshop Coming Soon

To provide users with an opportunity to learn some tips and tricks as well as ask questions regarding P2P, a monthly Zoom workshop has been scheduled for the 2nd Wednesday of each month from 2—3pm. Details regarding P2P Monthly Workshops including the dates and Zoom meeting information has been posted on the [UR Procurement Website Training Section](#).

Non-Catalog Requisition Tips

Following are some tips to avoid processing delays of non-catalog requisitions in Purchasing by assuring UR qualified suppliers are utilized and all required information has been provided.

New Supplier:

If the supplier is not in the 4-Qualified Supplier Group or does not exist in Workday at all, please reach out to [Purchasing Category Team](#). They will work with you to determine if there is a contracted supplier that can support your requisition. If a new supplier must be used, the supplier will need to complete the [supplier qualification process](#) before your requisition can be processed. The supplier qualification process may take days or weeks, and delay the processing of your requisition, as we are dependent on the supplier to respond and comply.

Required Documentation

Make sure you have all required documentation (i.e. Quote, Contract, Consultant/Independent Contractor Forms, Supplier Price Justification Conflict Information Form) attached to your requisition. A [P2P Requisition Requirements Checklist](#) is on the UR Procurement Website in the P2P Self Help Requisition Section to provide further assistance.