*To avoid processing delays with your requisition, please review the supplier information and required attachments below. Failure to include required attachments (to support audit requirements for proof of pricing (i.e. quote or contract) and supplier selection (Supplier Price Justification Conflict Information Form) will result in requisition processing delays.*

**Supplier Selection:**

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](https://www.urmc.rochester.edu/purchasing/supplier/qualification.cfm) 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 Attachments by Requisition Type**

**P2P Attachment Requirements**

* Attachments are required for all services orders or goods over $2,500.
* A completed Supplier Price Justification and Conflict Information form (SPJCI) is required for all federal (GR5XXXXX) and non-federal fund orders over $25,000.

 **Capital Equipment and Equipment Maintenance Requisitions**

* Include supplier quote and/or contract
* If the requisition is $25,000 or greater, attach the [Supplier Price Justification Conflict Information Form](https://www.urmc.rochester.edu/purchasing/documents/SPJCI_000.pdf)
* Include SMH Capital Data Sheet if applicable

**Consultants/Independent Contractor Requisitions**

* Include [Consultant/Independent Contractor Forms](https://www.urmc.rochester.edu/purchasing/forms-bank.cfm)
* If the requisition is $25,000 or greater, attach the [Supplier Price Justification Conflict Information Form](https://www.urmc.rochester.edu/purchasing/documents/SPJCI_000.pdf)

 **Software License and Software Maintenance Requisitions**

* Include proposals and any associated software license or maintenance contracts or agreements
* If the requisition is $25,000 or greater, attach the [Supplier Price Justification Conflict Information Form](https://www.urmc.rochester.edu/purchasing/documents/SPJCI_000.pdf)

 **Non-Clinical Requisitions**

* Include supplier quote and/or contract
* If the requisition is $25,000 or greater, attach the [Supplier Price Justification Conflict Information Form](https://www.urmc.rochester.edu/purchasing/documents/SPJCI_000.pdf)