

P2P Newsletter

UR Procurement

Vol. 29 October 20, 2020

UR Procurement (P2P) Marketplace Upgrade

UR Procurement Marketplace (Jaggaer) is upgraded three times a year. The next upgrade is scheduled for Sunday, November 8th. It is expected that this release will have no end user impacts. Information will be sent to P2P users during the week prior to the upgrade.

Equipment Requisitions with Milestone Payments

Occasionally when purchasing capital equipment, a supplier quote references specific payment or billing terms (See examples below)

- 80% upon delivery/shipment and 20% upon installation/acceptance
- 10%-upon receipt of order/80%-w/delivery/10%-w/on-site acceptance

It is important to setup your requisition correctly to avoid creating change orders or payment delays if your quote references this type of payment scenario.

Best practice is to utilize goods lines to detail what is being purchased including the total quantity for each line. The dollar value of the item should be referenced within the item description and the unit cost field should be \$0. In order to allow for the appropriate receipt and payment (based on the quoted terms), a line for each payment requirement should be entered (see example below).

Goods Lines						
Line Number	Supplier Item Identifier	Quantity	Item Description	Requested Delivery Date	Unit Price	Extended Amount
1	19	1 EA	Discount (\$62,550)		0.00	0.00
2	18	1 EA	Cryoelectronics Integration \$2,350		0.00	0.00
3	17	1 EA	Twisted Pair DC Lines \$3,450		0.00	0.00
4	16	1 EA	Twisted Pair DC Lines \$5,500		0.00	0.00
5	15	1 EA	DC Installation Set \$200		0.00	0.00
6	14	4 EA	Semi-Rigid Coaxial Lines \$4,600 each, \$18,400 total		0.00	0.00
7	13	1 EA	RF Installation Set \$3,650		0.00	0.00
8	12	23 EA	Semi-Rigid Coaxial Lines \$1,500 each, \$34,500 total		0.00	0.00
9	11	1 EA	RF Installation Set \$22,800		0.00	0.00
10	10	1 EA	Shipping and Handling Outbound \$8,000		0.00	0.00
11	9	1 EA	Commissioning \$7,450		0.00	0.00
12	8	1 EA	Lab Layout Design Planning \$4,150		0.00	0.00
13	7	1 EA	Packing Cost \$3,650		0.00	0.00
14	6	1 EA	4k Heater Kit \$2,350		0.00	0.00
15	5	1 EA	PTR Options: 1x Linear Drive \$4,200		0.00	0.00
16	4	1 EA	Model BF-LD400 Cryogen-free Dilution Refrigerator system \$360,500		0.00	0.00
17	1	1 EA	10% upon order		41,860.00	41,860.00
18	2	1 EA	80% upon delivery		334,880.00	334,880.00
19	3	1 EA	10% with on-site acceptance		41,860.00	41,860.00

Procure to Pay Login

Please make sure you are using the correct login when accessing the Procure to Pay system. Some users have inadvertently logged into the test environment rather than production. A link to the production environment can be found on the [UR Procurement Website](#).

Product Return Process

If you need to return a product because of damage, over shipment, wrong item or other reason, you should contact the supplier to arrange for the return and obtain a RMA number and return instructions. The “Create Return” function in P2P only reverses a receipt against the purchase order. It does not send notification to the supplier. A return can only be created for goods lines and if there are one or more receipts. Refer to the [Create Return Reference Guide](#) on the UR Procurement Website for use of the Create Return function.

Supplier Price Justification Questionnaire

The Supplier Price Justification Questionnaire went live in P2P on October 2nd. You no longer need to complete the SPJCI Form off-line and attach to your requisition in P2P. If a requisition is submitted with the questionnaire and the SPJCI Form is also attached, the questionnaire responses will take precedence. Please note change orders have not been incorporated into the design for the questionnaire. If you submit a change order that would increase the dollar value of the purchase order to \$25,000 or greater, the questionnaire will not be triggered for completion. Until change orders have been incorporated into the Supplier Price Justification Questionnaire, you must continue to complete the SPJCI Form off-line and attach it to your change order request. Departments are encouraged to involve Purchasing for assistance with procurement needs, especially with sourcing and any transactions that require competitive bids.

Lease Requisitions with 3rd Party Lease Companies

If you have a transaction that requires financing through a 3rd party lease company (i.e. Banc of America Leasing), your request should be submitted on a 312 or [web requisition](#) to Procurement_Service_Center@ur.rochester.edu We are currently unable to process these lease transactions in P2P. A design change to enable these transactions is pending and future updates regarding the status of the design will be provided. If you have any questions regarding lease requisitions, please contact the P2P Service Center.

Negative Service Line Amounts on Requisitions and Change Orders

A custom validation has been implemented to prevent entering a negative dollar value on a service line for requisitions and change orders. If a negative dollar amount is entered, you will receive the following error message: **Service lines cannot have a negative value.** If you are trying to show a discount, state the discount amount in the line description and subtract it from the line total.

Partial Quantities Not Allowed on Requisitions

A custom validation has been implemented to prevent entering a partial quantity on a requisition. Orders with partial quantities will fail when transmitting to the supplier. If you enter a partial quantity, you will receive the following error message: **Partial quantities are not allowed, quantity must be a whole number.**

Coming in early 2021

As an extension to the P2P implementation, some Pcard activities will start being done in Workday. The Pcard transactions will be loaded into Workday daily so that cardholders can go into Workday to add attachments, enter accounting codes, and provide business purpose/comments. Card managers will also do their approvals in Workday instead of the US Bank website. The Special Interest Group completed Day in the Life testing earlier this month. The project team is working on training materials for a tentative go-live on January 26th.