



SOLO Order Decommission Date

To complete the transition of remaining transactions occurring outside of Workday, we will be turning off SOLO access for the remaining suppliers below as of November 30, 2020. Please plan accordingly to assure there is no disruption in your departmental ordering process.

Airgas USA LLC

Krackeler Scientific Inc.

MilliporeSigma

VWR Scientific

Fisher Scientific

Laboratory Product Sales Inc.

Preparation for SOLO Decommission

To avoid interruption of ordering after November 30 for your department or lab, if you have a SOLO login for any of the suppliers above but do not have P2P Initiator access in Workday, you will need to submit a [P2P Security Form](#) to the [P2P Service Center](#) to request initiator access. New users will also need to complete the MyPath P2P Initiator Training *P2P: Introduction to UR Procurement for Initiators (P2P Marketplace Overview)*. There are instructional videos on how to [Create a Marketplace Requisition](#) available on the UR Procurement Website for staff who are not familiar with how to do this. Please plan accordingly to avoid disruption in ordering.

P2P Order History

Reports are available to provide order history on specific suppliers in Workday. SOLO order history can be obtained by contacting the supplier and submitting a request for your order history. See information below regarding requisition and purchase order reports that are available in Workday. Looking at your order history is a way to verify your previously ordered items from the supplier. The reports can be saved in Excel if required or you can run them as needed.

Requisitions:

Find Requisition Line Distributions (NCL) URF1038

POs:

Find Purchase Order Line Distributions (NCL) URF1040

Additional details can be found in the Tip and Trick *"Looking up order detail information on Requisitions and Purchase Orders"* located on the [UR Procurement Website Self Help Requisition Tips and Tricks Section](#)