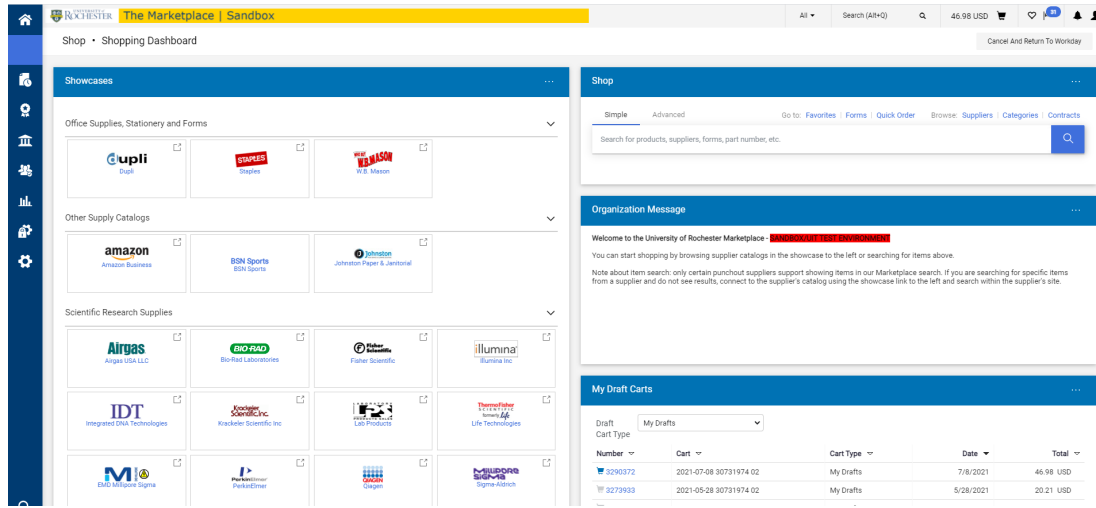
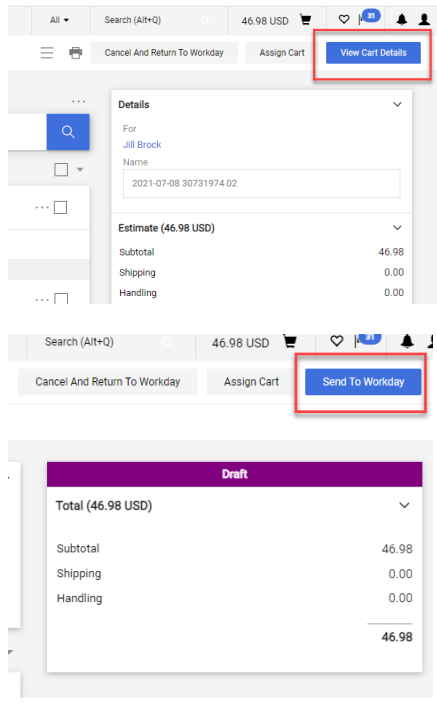


Jaggaer Upgrade

On July 25, 2021 Jaggaer performed the 21.2 system upgrade. The Marketplace will look slightly different now. The stickers for the various supplier websites are larger, but are in the same order as prior to the upgrade.



There are also difference in the view of shopping cart processing. While the same buttons exist (View Cart Details and Send to Workday) they are in a slightly different location. Instead of appearing to the right of the cart information, the buttons are now located above the cart information.



The [Marketplace Reference Guide](#) and [Creating a Marketplace Order](#) Tips and Tricks have been updated with new screenshots to reflect the updated look. Both of these guides are available under P2P Self Help/Requisition Support Tools. <https://www.rochester.edu/adminfinance/urprocurement/p2p-resources/>

If you have questions, please email Procurement_service_center@ur.rochester.edu or call x52012.

P2P Security Requests

When submitting a security request for a new user for P2P, a copy of your completed training transcript is required with your P2P Security Form. See information on the UR Procurement Website:

Security Form:
https://www.rochester.edu/adminfinance/urfinancials_permission_form/?app=procurement

Video on How to Complete the Security Form: [Filling out the P2P Security Form 012021](#)

For assistance with determining the correct security roles to request on the P2P Security Form, please refer to the [Workday User Role Guide v6](#)

Note: When completing the security form, company organization level access cannot be assigned to an initiator role.

When submitting your security request please note that new users will have to include a screenshot of their completed MyPath Initiator or Approver training. Please capture a screenshot of your MyPath Learning Transcript that includes your name. This screenshot must accompany the signed security form when requesting roles for the first time. If you have been an approver and are now requesting initiator roles, we will need a screenshot of the Initiator training even though you had previously sent the Approver training screenshot.

P2P August Monthly User Meeting

If you want to hear the latest news regarding P2P, including sharing of tips and best practices, join us for the August Monthly User meeting that is scheduled for August 3rd from 10—11. To view the schedule and information on how to join the meeting, please view the [Monthly User Meeting section](#) on the UR Procurement website.

P2P August Workshop - How to Resolve Invoice Match Exceptions

The August Workshop will be held on August 11 from 2—3pm. We will be reviewing—How to resolve Invoice Match Exceptions. A [schedule of workshops](#) for 2021 and upcoming topics are posted on the UR Procurement Website. If you have other topics that you would like to have addressed at this workshop, please submit a request to the P2P Service Center.

To access the workshop utilize the following link: <https://rochester.zoom.us/j/91726401106> Passcode: 609916

Service Orders—Monitoring Expirations and Dollars Available

If you have non-catalog service line purchase orders, did you know that you can monitor what PO’s will be expiring in the next 30 days or up to 120 or greater in advance? You can also monitor if these orders have funds available or are close to maximizing the dollars and may need to be amended to add additional dollars. To view this information, on the UR Procurement Dashboard, go to the Orders Tab to view a list of your non-catalog orders. An example of the dashboard is below. You can click on any of the numbers to drill into the details and identify the purchase orders. To avoid delays in getting products or services and invoice payment delays to suppliers, please utilize this dashboard to manage and renew your service line purchase orders. Any questions can be directed to the P2P Service Center.

