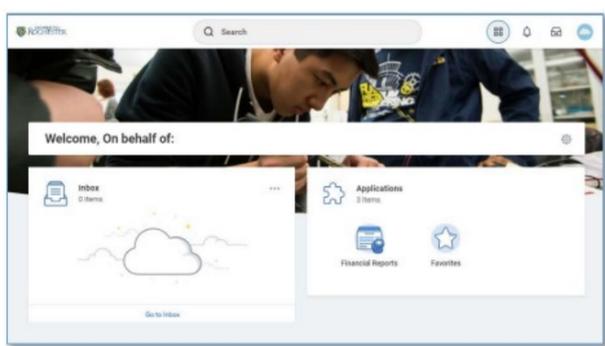


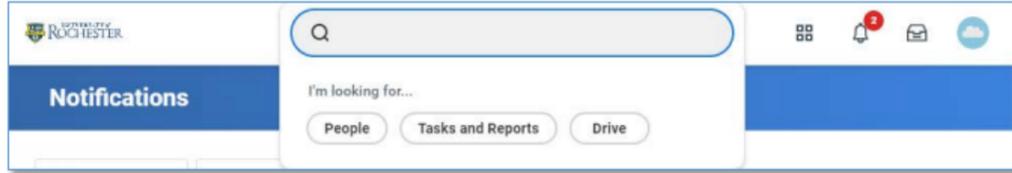
Workday Upgrade Successful

On September 11, 2021, UR Procurement (Workday) was upgraded successfully. There were some minor user interface changes that can be viewed below.

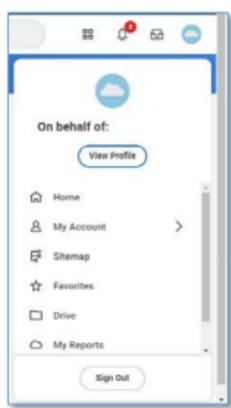
Centralized Search field and Header Icons The global Search bar has moved to the top center of the screen and the field size increased. Now being at eye level it is more prominent on the top header. Header icons have been modified as well to be more pronounced on the page by utilizing a circular grey background when hovering over each. No other changes have been made



Contextual Searching Within the global Search bar, users will now see a list of categories to search on helping to refine search results in one area. These categories are based on a user's security settings, so if a user does not have access to view a category, it will not be shown here. To use it, select a category (People), then type the search term next to it. This will limit the search results to only return results in that category. Note: A category name can also be typed in by typing the category name with a colon ":" You can select from the short result list that appears, or hit return to see the all results. Notice the category selected will appear selected on the left-hand side. Also notice that recent searches appear in the search bar drop down when selected.



The Profile Button The Profile design has slightly changed by adding a View Profile button, making it more intuitive to find and view your personal profile information. If using Mobile access, Notification and Inbox are now collapsed in the Profile area. No other changes have been made.



New Purchase Order Confirmation/Acknowledgement Notification

Email notice that a Marketplace supplier has submitted an order acknowledgment. It provides the status of items on the order, indicating whether an item has been accepted, rejected or backordered

Draft Requisitions

Draft requisitions will be cancelled on a monthly basis that are > 30 days old or are "in progress" requisitions for requisitions with a "Terminated Worker" status

P2P October Monthly User Meeting

If you want to hear the latest news regarding P2P, including sharing of tips and best practices, join us for the October Monthly User meeting that is scheduled for October 5th 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 October Workshop - Understanding Suppliers

The October P2P Monthly Workshop will be held on October 13 from 2—3pm. We will be reviewing the following topics:

- Finding Supplier Records
- Understanding Supplier Groups
- Identifying PO Issue Information
- Requesting Purchasing Qualified Suppliers
- Independent Contractors
- Requesting SIR Suppliers

A [schedule of workshops](#) for 2021 and upcoming topics and zoom access information is 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 information:

Password:861120

iPhone one-tap:(US Toll): +16468769923,,96804988927# or +13126266799,,96804988927#

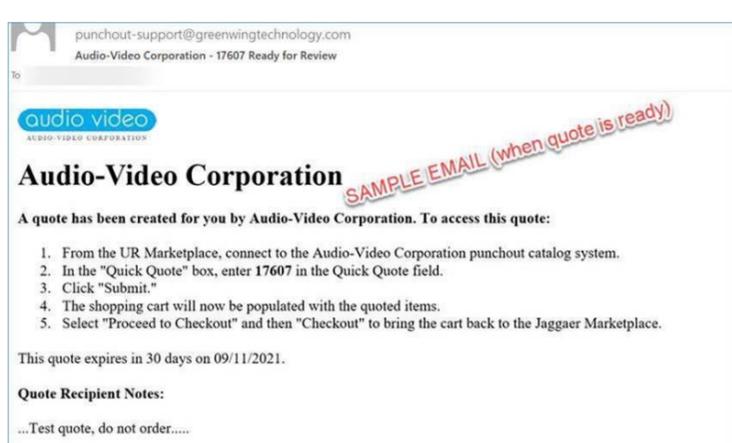
Meeting URL:<https://urmc.zoom.us/j/96804988927?pwd=SUJ3YzltQQJEeIFnNEg0V09RY2VaQT09>

Marketplace Supplier Update

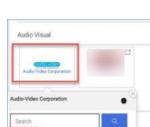
Audio Video Corporation is now active in the Marketplace in the [Audio Visual](#) Catalog section. This hosted catalog contains a punch out link to be used for quote retrieval. Medical Center employees should first check with *CEL Audio Video Installation Services* for all audio video needs.

Once you are okay with any quote they prepare for you, they will upload the quote details into their site and send you an email with the quote number (sample shown below). You will then go through the **Marketplace**, click on the showcase sticker for AV Corp and select Punchout. Follow the instructions in the email to locate your quote and submit the cart to bring back to the Marketplace. This will save time and eliminate the need to manually prepare a non-catalog request.

SAMPLE OF EMAIL WHEN QUOTE IS READY!



MARKETPLACE – SHOPPING SHOWCASE



P2P Website Updates

Updates have been made to the Resources Section on the UR Procurement Website. See additions below:

- Procure to Pay Contact Information
- P2P Approval Thresholds
- Buying and Paying Guide