

UR Marketplace (Jaggaer Upgrade)

The UR Marketplace (Jaggaer) is scheduled to be upgraded on Sunday, November 14th. There are no impacts to end users with this upgrade. Details regarding downtime for this upgrade will be communicated during the week of November 8th.

Requisition and SIR Questionnaire Change

The Requisition Preliminary Questionnaires and the Supplier Invoice Request (SIR) Acceptable Use Questionnaire were updated on Friday, October 22. The Personally Identifiable Information (PII) question (below) will be removed and a new question (below) will be added related to High Risk Data. For more information about the Data Security Classification Policy, please visit the IT policy [website](#).

This question is required for all requisitions and SIRs. If the transaction (Requisition or SIR) indicates that there is access to High Risk Data, notifications to the Information Security Risk and Compliance Team and Purchasing will be generated for further review and action.

Current PII question which is being retired

The Supplier/Payee does NOT have access to Personally Identifiable Information (PII) including any data that could potentially be used to identify a particular person. Examples include: a full name, Social Security number, driver's license number, bank account number, passport number, and email address. (Required)

Agree. The Supplier/Payee does NOT have access to Personally Identifiable Information (PII).

Disagree

New High Risk Data Question

The Supplier / Payee does not have access to other forms of "High Risk" data of the University (which includes PHI). The Data Security Classification Policy defines High Risk data as follows:

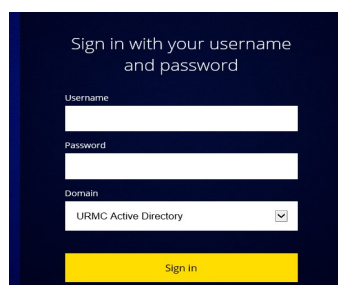
Data are classified as High Risk when protection of such data is required by law or regulation, protection is necessary in order for the University or its affiliates to meet compliance obligations, or the unauthorized disclosure, access, alteration, loss or destruction of those data could have a material impact on the University or its affiliates' mission, assets, operations, finances, or reputation, or could pose material harm to individuals. Examples include, but are not limited to, occurrences of personally identifiable information when it is specifically protected by applicable law or regulation (PII), protected health information (PHI), payment card information (PCI), employee background investigations, employee immunization information, student information protected by FERPA, special categories of personal data identified by GDPR, as well as records and supporting materials of internal investigations performed to meet policy, regulatory, or legal requirements. In addition, any data the University receives that are contractually restricted, including research data, should be considered High Risk. For some industry sponsored research, the raw data may be considered high risk but the results can be more broadly shared. The University may extend High Risk requirements to items not specifically listed above as warranted. (Required)

Agree. The Supplier/Payee does NOT have access to High Risk data.

Disagree

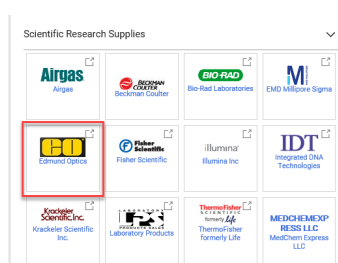
UR Procurement Login Change

Effective October 28th, the login to UR Procurement will change from using your NETID to Active Directory (Domain ID). Upon selecting the login to UR Procurement, you will be prompted to login with your Domain ID as noted below. Staff who were affected by this, should have received an email regarding this notification.



Edmund Industrial Optical Catalog Live in Marketplace

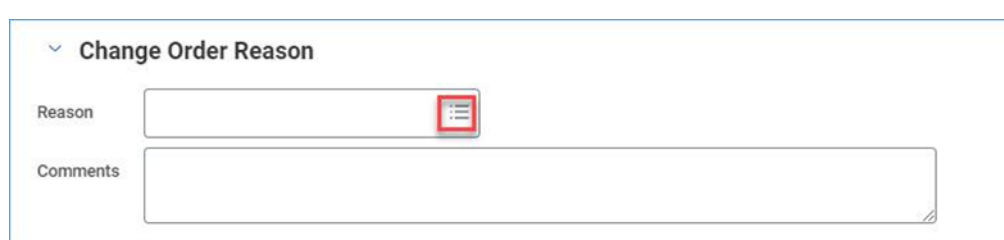
The Edmund Industrial Optical catalog is now live in the Marketplace. They will be providing a 5% discount and free UPS shipping on all orders.



Change Order Reasons

Change order reasons are now available for selection when creating purchase order change orders. Select one reason that most closely matches the reason for the change. If you select "other", you will need to describe the change in the change order Comments area. *Note: you are no longer required to summarize the change in the Internal Notes field.* Reasons available for selection are shown here along with a description.

- Add Freight**— Add or change freight on the header area
- Add Money to Service Line** - Increase or decrease extended amount on service line
- Cancel a Goods Line and Add a Service Line**—Do not cancel a goods line that is already invoiced
- Change PO Owner (Ship to contact)** - Change PO Owner (ship to contact) in PO Header and All Lines
- Correct FAO (on uninvoiced lines only)** - Change FAO on uninvoiced lines only
- Change Quantity**—Increase or decrease quantity ordered
- Extend Service Date Range**—Change the end-date of a service line
- Other**—please explain in change order reason comments—Select Other for reasons not listed above and summarize in comments



PHI/PII Memo for Pcard Transactions

If you are approving a Pcard transaction, there is a requirement to include in the memo field to identify if there is access or no access to PHI or PII. If you are submitting a requisition or a SIR, there is a question regarding PHI and PII in the questionnaire. You should not add this note to the memo field for requisitions as this may delay orders from being processed by some suppliers (i.e. Dupli) as a note requires manual review. Several recent orders to Dupli were delayed and required manual review because this note had been added.

P2P November Monthly User Meeting

If you want to hear the latest news regarding P2P, including sharing of tips and best practices, join us for the November Monthly User meeting that is scheduled for November 2nd 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 November Workshop - Using Requisition Templates

The November P2P Monthly Workshop will be held on November 10th from 2—3pm. We will be reviewing the following topic:

- Using Requisition Templates

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=SUJ3YzltQQJFeIFnNEgOV09RY2VaQT09>

P2P Website Updates

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

- Buying and Paying Guide