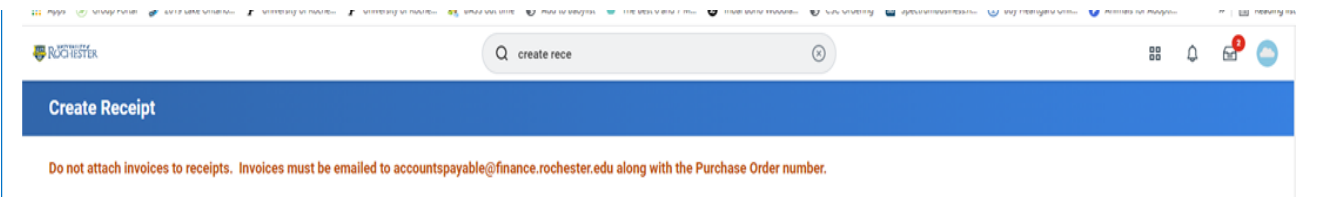


## UR Marketplace (Jaggaer Upgrade)

The UR Marketplace (Jaggaer) upgrade was completed successfully on Sunday, November 14th. There are no impacts to end users with this upgrade.

## PO Invoices—Email to Accounts Payable

Invoices should be sent directly to Accounts Payable (accounts payable@finance.rochester.edu). If you have an invoice to be processed against a purchase order, do not attach it to the requisition or the receipt. Accounts Payable cannot see or process an invoice that is attached to a requisition or a receipt. This will delay payment to the supplier. Due to the number of invoices that are attached to receipts, Help Text has been added in the Create Receipt task as noted below.



## Create Receipt and Match Exception Overview Training

Initiators are required to complete the MyPath Advanced Module: **Create Receipt and Match Exception Overview** after receiving access to the system. This module provides an overview of the match exception process in UR Procurement and will assist with creation of receipts and resolution of invoice match exceptions. You can find this training in MyPath by entering “P2P Advanced” in the search bar.

## Reporting and Analytics Overview Training

If you are interested in learning more about P2P reporting and analytics, there is a MyPath Advanced Module: **Reporting and Analytics Overview**. As you begin to utilize P2P for your requisition and SIR transactions, this module will help you learn to obtain detailed reports of these transactions. You can find this module by searching for “P2P Advanced” in the search bar.

## Transition of Blanket Purchase Orders to Workday (UR Procurement)

This is a reminder if you have blanket purchase orders with expirations in 2021 or later, they are required to be transitioned to Workday prior to the expiration if there is no multi-year contract or agreement connected to the purchase order. (i.e. linen services as needed). If a multi-year agreement is connected to a current PO (i.e. software or hardware maintenance) expiring after 2021, the PO will remain active and no action is required; however, upon the PO expiration, the renewal must be processed in P2P. Details regarding transitioning blanket orders to P2P, can be found on the [UR Procurement website](#).

## P2P December Monthly User Meeting—12/7

If you want to hear the latest news regarding P2P, including sharing of tips and best practices, join us for the December Monthly User meeting that is scheduled for December 7th from 10—11. **We will also be covering the December Workshop topic Requisitioning EIB during this meeting.** 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 December Workshop (12/7) - Requisitioning EIB

The December P2P Monthly Workshop scheduled for December 8th from 2—3pm is cancelled. We will be reviewing the topic **Requisitioning EIB Process** during the December 7th Monthly User Meeting.

This requisitioning EIB process could provide value if you have requisitions that are 20 lines or greater. Please join us to learn more about this and how it can streamline your requisition process.

**See information below to join the 12/7 P2P User Meeting:**

Password:	419402
iPhone one-tap:	(US Toll): +16468769923,,98132800789# or +13126266799,,98132800789#
Meeting URL:	<a href="https://urmc.zoom.us/j/98132800789?pwd=RIhtNW4yM0hRai9KMStYVnh0K0VFQT09">https://urmc.zoom.us/j/98132800789?pwd=RIhtNW4yM0hRai9KMStYVnh0K0VFQT09</a>

## 2022 P2P User Meeting and Workshop Schedule

Starting in January 2022, the monthly user meetings and workshops will be combined into one meeting and will be held on the 2nd Tuesday of each month from 10—11am. The combined meeting will provide P2P updates, information sharing, best practices, review new design considerations as well as tips and tricks. A new schedule has been posted on the [UR Procurement Website](#)