
Supply Chain Management

MEMORANDUM

September 9, 2016

TO: Vice Presidents
Department Chairpersons
Directors and Facility Administrators
Department Administrators
Business Managers
Requisitioners

FROM: Douglas Dennis, Executive Director
Supply Chain Management

SUBJECT: Ordering Information prior to September 26, 2016 update to Banner and other administrative systems

Please see below for important information about an upcoming system change which will impact Requisitions, Purchase Orders and all potential orders from vendors:

Impact of upcoming project launch on MarketPlace

You may have heard about the launch of an ongoing project on September 26, 2016, which will update many of University Hospital's online administrative systems. UH will be getting its own Banner system. The project will impact a number of areas including MarketPlace (SciQuest). While the content and functionality of MarketPlace will remain the same, this change will impact all UH departments:

System Freeze Period Sep16 – Sep25

In order to accommodate the project launch, MarketPlace will be in a System Freeze Period from September 16 – 25, 2016. During that time there will be no new entries permitted in MarketPlace, including the creation and approval of requisitions for Purchase Order. To allow time for approvals, we ask that all requisitions be submitted before the close of business on Wednesday, September 14th or held until Monday September 26, 2016.

Requisitioners should use the time before close of business September 14th to place all stocking orders for next week in advance.

To specify:

- New requisitions must be entered by end of business Wednesday, September 14, 2016 or held until Monday September 26, 2016
- In the event of an emergency in which creation and approval of a requisition is required during the System Freeze period, as stated above, MarketPlace will be inaccessible. Emergency requests for manual requisitions/POs may be sent via e-mail to uhpurchasing@uhnj.org. Requisitions submitted in this way will be evaluated on a case-by-case basis as to whether they meet the standard of "emergency".

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If you have any questions pertaining to the impact of this project launch on MarketPlace and how it affects you, please submit them via e-mail to uhpurchasing@uhnj.org.

Important Dates

Description	Deadline Date
Requisitions requiring approval on or before September 26, 2016 must be submitted by:	the end of business Wednesday, September 14, 2016
Requisitions required after September 26, 2016 may be submitted:	Beginning Monday September 26, 2016

Thank you for your cooperation.

Doug Dennis
Executive Director
Supply Chain Management

/edc

c: John N. Kastanis, FACHE
Nancy Hamstra
Thomas Daly