Procure-To-Pay
Requesting SRME/CO
Classroom Training
Fall/Winter 2009

P2P Catalog & Special Request Requester Classroom Training

Registration: https://learningcenter.ucsfmedicalcenter.org/

Class Description

Each 2.0 -hour P2P Requester course includes:

* Review of P2P catalog searching, requesting and review/submittal of requisitions
* Review of creating and submitting P2P Special Request Requisitions
* Hands-on scenarios for creating and submitting Special Request Requisitions
* Personal assistance as needed

Prerequisite: Current P2P Catalog Requester & completion of online P2P Requesting training courses

Section ID	Day	Date	Time	Location
	Wednesday	9/9/2009	9:00am-11:00am	Laurel Heights - Room 307
	Wednesday	9/23/2009	9:00am-11:00am	Laurel Heights - Room 307
	Wednesday	10/7/2009	9:00am-11:00am	Laurel Heights - Room 307
	Wednesday	**10/28/2009**	9:00am-11:00am	Laurel Heights - Room 307 **(NOTE DATE CHANGE TO 10/28/2009)**
	Wednesday	11/4/2009	9:00am-11:00am	Laurel Heights - Room 307
	Wednesday	11/18/2009	9:00am-11:00am	Laurel Heights - Room 307
	Wednesday	12/2/2009	9:00am-11:00am	Laurel Heights - Room 307

P2P Special Request: Receiving Classroom Training

Registration: https://learningcenter.ucsfmedicalcenter.org/

Class Description

Each 1.0-hour P2P Receiving course includes:

* Hands-on scenarios for receiving Services ordered via Special Request Requisitions
+ personal assistance as needed

Prerequisite: Completion of P2P Receiving Online Training

Section ID	Day	Date	Time	Location

P2P Special Request: Match Exception/Change Order Classroom Training

Registration: https://learningcenter.ucsfmedicalcenter.org/

Class Description

Each 4.0-hour P2P Match Exception/Change Order course includes:

* Hands-on scenarios for practicing Match Exceptions resolution in P2P
+ Hands-on scenarios for creating Change Orders in P2P
* Best practices for how to solve match exceptions
* Overview of P2P reports recommended for resolution of Match Exceptions
* Personal assistance as needed

Prerequisite:

Section ID	Day	Date	Time	Location
	Wednesday	9/9/2009	1:00pm-5:00pm	Laurel Heights - Room 307
	Wednesday	9/23/2009	1:00pm-5:00pm	Laurel Heights - Room 307
	Wednesday	10/7/2009	1:00pm-5:00pm	Laurel Heights - Room 307
	Wednesday	**10/28/2009**	1:00pm-5:00pm	Laurel Heights - Room 307 **(NOTE DATE CHANGE TO 10/28/2009)**
	Wednesday	11/4/2009	1:00pm-5:00pm	Laurel Heights - Room 307
	Wednesday	11/18/2009	1:00pm-5:00pm	Laurel Heights - Room 307
	Wednesday	12/2/2009	1:00pm-5:00pm	Laurel Heights - Room 307

P2P Special Request: Department Buyer Classroom Training (Change Orders)

Registration: https://learningcenter.ucsfmedicalcenter.org/

Class Description

Each 1.0-hour P2P Department Buyer course includes:

+ Hands-on scenarios for creating Change Orders in P2P
+ personal assistance as needed

Prerequisite: Completion of P2P Managing POs Online Training

Section ID	Day	Date	Time	Location