

Dear Colleagues,

We are happy to announce that during the next several weeks we will be rolling out the new functionality of MarketPlace+/Coupa, which will include modules for invoicing and expense management. These upgrades to MarketPlace+ will position Brandeis University as one of the leaders in higher education for a Procure-to-Pay operating system.

The new system will offer innovative benefits such as:

- A paperless invoicing solution
- A real-time view of spend
- Automated approval process using electronic work flow
- Ability to accurately audit for discrepancies in invoicing and expense reports

These updates will include a change to the current reconciliation process for P-Card expenses. All Wells Fargo users should plan to attend a training session to become acquainted with the new processes.

- Cardholders/Reconcilers will no longer log into Wells Fargo CCER in order to reclassify charge
- All transactions will be uploaded to MarketPlace+ on a nightly basis and available to review and approve as they post
- Users will upload receipts directly into MarketPlace+ (no longer faxed or emailed to Wells Fargo)

Drop-in training sessions are being offered throughout July and August. They are listed on the [Procurement and Business Services Website](#).

If you have questions about the new MarketPlace+ functionality please contact Courtney Sampson, csampson@brandeis.edu or 6-4266.

Sincerely,

John Storti

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