PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

PLEASE NOTE THAT NOT ALL TOPICS IN THIS NEWSLETTER APPLY UNIVERSALLY ACROSS ALL UW DEPARTMENTS AND MEDICAL CENTERS. ALWAYS FOLLOW YOUR OWN DEPARTMENT POLICIES.

In This Issue

- eProcurement (Ariba) Enhancement Release Scheduled for March 7th

- Important Reminder: File Names for Attachments in eProcurement (Ariba)

- Refreshing Procurement Services Website

Headline News

eProcurement (Ariba) Enhancement Release Scheduled for March 7th

The next eProcurement (Ariba) release is scheduled for March 7th. The enhancement release addresses one of our most requested changes. Prior to this, when a budget was changed, the sole source and justification fields were cleared and users had to re-enter the information. That has now been fixed!

The Sole Source and Justification fields will no longer be cleared when there is a budget change. Now, when the budget is changed, the values in these fields will not be cleared and the data will not need to be re-entered.

- Do You Really Need a Printed BAR/BSR?
- Being Compliant with IT Accessibility
- The Latest Computer Hardware Configuration now Available at CDW-G
- Register Now for the 10th Annual UW Supplier Fair
- Procurement FAQs
- Amazon Business Online Webinar Training
- Summarizing the Safety, Sustainabililty and Preparedness Expo
- Husky Green Award Nominations

Quick Links

Procurement Services Website

Ariba Buying Portal

Newsletter Archive

About Procurement Services

Organization Chart

Mission Vision and Values

Directions, Parking & Hours

Important Reminder: File Names for Attachments in eProcurement (Ariba)

When attaching files to any request in Ariba (BPO, S-requisition, Non-PO Invoice, WLI Credit Limit Increase, etc.), we recommend that document file names **only** contain **alphabetical**, **numeric**, **underscore**, and **hyphen** characters. Using any other special characters when you attach a file may result receiving a "404 - File or directory not found" notice when trying to open the document later.

This is not an issue with Ariba, but rather, it is due to security settings on different servers that may be receiving, handling, and storing Ariba attachments. If a supplier provides a document (quote, contract, invoice, etc.) with special characters in the file name other than the ones listed above, please rename the file before attaching it to your request in Ariba.

Refreshing Procurement Services Website

Procurement Services is in the beginning stages of updating our website to comply with UW branding and navigation standards. We have solicited input/feedback from our stakeholders on key features and benefits of the website and completed a sorting exercise to determine the appropriate navigation tabs. All of this work is behind the scenes until we complete all the revisions. The go live date hasn't been determined yet but we estimate that it's still a couple of months out.

Do You Really Need a Printed BAR/BSR?

Still receiving paper BAR's & BSR's? Complete this very short survey so we can understand why you still receive paper BAR & BSR reports.

The Budget Activity Report (BAR) and Budget Status Reports (BSR) are paper based reports that capture transaction (expenditure, revenue, etc.) and summary information (budget balance, allotments, etc.) pertaining to individual budgets. Many campus departments rely on these reports as a trigger to begin their monthly reconciliation process, for demonstrating fiscal over-sight and to facilitate filing of supporting documentation (used as a cover sheet for monthly invoices, receipts, etc).

Contact Us

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Today, users have the ability to use online reporting tools, such as the reports found in MyFinancial.desktop (MyFD), in lieu of having centrally printed BAR/BSR reports delivered. For example, all transaction data found on the BAR can be found in MyFD via the Reconciliation Report, Transaction Summary Report, or by running a query. The use of online reports allows users to access data which is updated daily (instead of monthly), via the web. In addition, MyFD's online reports meet records retention and audit requirements. Regardless of the financial report used, records retention policies should be understood and followed.

Help the University to attain Washington State's paper reduction goals of 30% by opting out of printed BAR/BSR reports. More information is on the BAR/BSR Opt Out webpage which also includes an online BAR/BSR opt out re-quest form.

Being Compliant with IT Accessibility

It's important to remember that the UW has both an institutional goal to be an inclusive University, and is required by law to provide equal access to educational and teaching content as well as business tools and solutions for all students, faculty and staff.

Please be sure to include accessibility as one of your major factors in making a purchasing decision for website design or software solutions. To learn more about IT Accessibility or Accessibility in general, go to UW's Accessible Technology website for a list of great resources. To inquire about or receive services from Accessible Technology Services, drop by the Access Technology Center in Room 064 of Mary Gates Hall, or call 206-685-4144 (voice/TTY) or send an email message to help@uw.edu.

eProcurement Supplier News

The Latest Computer Hardware Configuration now Available from CDW-G

Thanks to the joint effort between UWIT, a campus IT Directors group, CDW-G and Procurement Services, the new Lenovo and HP standard desktop and notebook hardware configurations are now available on the CDW-G catalog in eProcurement with pre-negotiated contract pricing for the UW.

CDW-G is the preferred provider of HP and Lenovo computer systems. For more information about the UW standard desktops and notebooks, please contact either Paul Somers Executive Account Manager at 877-466-0006, or Melisa Neuman Senior Account Manager at 312-547-2810.

Event Reminder

Register Now for the 10th Annual UW Supplier Fair

The 10th Annual UW Supplier Fair is once again being hosted by Procurement Services and the Business Diversity Program. The fair will showcase suppliers in eProcurement, suppliers with a UW contract, as well as small, local, minority and women owned businesses.

You will also have a chance to meet staff from Procurement Services and the Business Diversity Program, so in addition to collecting swag from suppliers in attendance, be sure to stop by our tables to see who you've been talking to over the phone all these years. If chatting isn't a prime motivator for you to attend, consider enjoying some of the delectable treats and drink from our light refreshment table.

Come join us by clicking here to register now. For additional information, view the Supplier Fair flyer or please contact Katherine Wu at 206-616-3741.

10th Annual UW Supplier Fair
March 16, 2016 11am - 2pm
The HUB Ballroom
light refreshments will be served

Procurement FAQs

Can attachments be deleted from eProcurement (Ariba)?

Comments and attachments can be deleted while the document (requisition, Non-PO, etc.) is in Composing status. This applies to Requisitions, Expense Reports, Reimbursements, Payments to Individuals (P2I) and Non-PO Invoices. When a document is

withdrawn after being submitted, the status returns to Composing, and the attachments can then be deleted. Attachments cannot be deleted if the document is in a status other than Composing.

How can I tell if more than one invoice was paid on a check number?

Unfortunately, you cannot tell if more than one invoice was paid on the same check number from the Payments tab. The Payment Loop process does not show all payments that were made under the same Check Number.

Each invoice will show its corresponding payment information on the Payments tab, but the Check Number visible on the Payments tab may include other invoice payments that were issued on the same day to the same supplier.

Review other Procurement FAQs

Training

Amazon Business Online Webinar Training

Interested in setting up a UW Amazon Business Account? Department Administrators should discuss the strategy and develop a plan in how to use Amazon Business. To assist with planning, Amazon is offering training for all new Amazon Business users and Administrators who wish to learn more about the functionalities of Amazon Business. If interested, please consider registering for either of these two webinar training sessions to get your department started on the right track in using Amazon Business.

WEBINAR	DATE	TIME	REGISTRATION LINK
Get Started With Amazon Business **(New Users)**	March 2, 2016	12 pm	Register Now
	March 16, 2016	12 pm	Register Now
	March 30, 2016	12 pm	Register Now
	March 3, 2016	12 pm	Register Now

Set Up Your Amazon Business Account **(Administrators)**	March 17, 2016	12 pm	Register Now
	March 31, 2016	12 pm	Register Now

Please refer any questions that you have relating to UW policies or guidance regarding your use of Amazon Business to Ray Hsu @ rayhsu@uw.edu, or review additional information on the Amazon Business webpage.

Green U News

Safety, Sustabililty and Preparedness Expo Information Resources

The first annual UW Safety, Sustainability, and Preparedness Expo took place last week and turned out to be a very popular event, with about 550 guests stopping by the HUB to learn from more than 70 exhibitors. The expo showcased a variety of environmental and safety-related programs, initiatives and tools while also addressing sustainable practices.

Curious enough to read more about this event? Go to where this story is featured on the UW Sustainability blog. And while you're there you might want to check out other aspects of the UW Sustainability website, including other blogs, Green Labs and Green Office programs, or review the Sustainability Dashboard.

Well, that'll probably keep you busy for a while but you also might want additional information form Environmental Health and Safety and Emergency Management. We all hope to see you at next year's 2ⁿᵈ Annual UW Safety, Sustainability, and Preparedness Expo.

Husky Green Award Nominations

There's only a few days left to recognize UW's hard-working environmental role models! Husky Green Award nomination must be submitted by **March 1**.

The Husky Green Awards are given out each year during the Earth Day celebration to individuals or teams from the UW community who have demonstrated leadership, initiative, and dedication to campus sustainability. We rely on nominations from the UW community to identify

the award winners - students, faculty, and staff from any of the UW campuses are eligible. Everyone who submits a nomination is also entered into a drawing for one of our prize packs featuring Husky Grind coffee and a reusable mug.

To submit a nomination, go to green.uw.edu/hga