

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.

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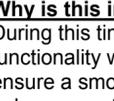
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[UW CONTRACTS](#)

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Headline News

Ariba 9r2 Upgrade Implementation



Rolling out the Ariba (eProcurement) purchasing and payment options to replace all PAS purchasing functions has been an intense and rewarding collaboration with the UW campus. The UW has been on the same Ariba 9r1 version since 2008.

Now that we have finished the bulk of work necessary to provide the University with a much improved procurement system, it is time to do the programming required for the implementation of Ariba's newest version.

What you need to do:

Nothing. The new user interface will not have any major changes, but this new Ariba version is going to allow us to archive and purge documents according to the University's retention requirements. Current eProcurement purchasing and payment processes will continue as usual.

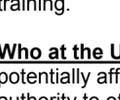
Why is this important?

During this time we must temporarily stall implementing new features and functionality while we do vital programming and testing of the new version to ensure a smooth transition to the 9r2 version. New requests for features and enhancements cannot be installed at this time, but will go into a queue for future consideration.

When will this happen?

The entire implementation process will start the May 1, 2015 with 9r2 going live in September 2015.

Please contact [Customer Service](#) at 206-543-4500 if you have any questions.



State of Washington Required Procurement Training

Origin – As part of the State of Washington Procurement Reform that went into effect on Jan 1, 2013, under 39.26.110 RCW, the State requires that all state agencies staff who execute, or manage procurements or contracts receive certain procurement related training by July 1, 2015. This deadline has been extended until 10/1/15.

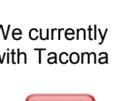
What does this mean for the UW? UW has a separate delegated authority under RCW 28B.10.029 and is in the process of looking at ways to meet the above requirement by leveraging a combination of DES developed training and UW's existing training courses like eProcurement, Procard, and ethics training.

Who at the UW may be affected? We have interpreted this requirement to potentially affect 4 sets of populations at the UW: Executives who delegate authority to others in regards to the purchase of goods and services, Procurement Services buying staff and managers, UW department personnel who manage procurement of goods and services, and UW department personnel who make purchases using Procard or eProcurement. There will be different levels of training for each population.

What type of contract falls under this requirement? Only contracts for the procurement of goods and services; other types of contract such as real estate agreements, federal grants and contracts, or any joint research agreements are not affected.

Next steps: Look for announcement on Procurement Services newsletter and other channels. Questions? Email: rayhsu@uw.edu

What is the Ariba Network?



The Ariba Network is a network of over 1 million suppliers that provides a connection point for buyers and suppliers through Ariba. Suppliers register on the network, configure their accounts, and store product and service content there making eProcurement an entirely automated procurement process with suppliers registered on the network.

Through the Ariba Network, suppliers can electronically receive Purchase Orders from their customers and send customers invoices for those POs.

For UW suppliers, first a supplier has to register with the University by completing the Supplier Registration Form: <http://f2.washington.edu/fm/ps/supplier-information/registration>

Once registered, Vendor Control will work with the supplier to enable the supplier on the Ariba Network and transact electronically with the University.

Event Announcements



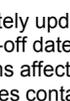
Register now for a Spring Forum

Procurement Services has finalized the dates for the spring forums which includes one for **today at the Foege building**.

We'll have much to share with our progress in developing eProcurement (Ariba) purchasing options for the commodity exceptions that previously could only be purchased using PAS.

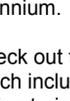
We'll have a short presentation providing updates and announcements and then we'll turn it over to our audience, for a rich and informative dialog with a Q&A session.

We currently have these locations scheduled at this time and we're working with Tacoma to schedule one there also:



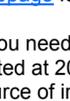
William H Foege Genome Sciences, S060

Thu 4/23/15
1:30-3:00



UW Tower, Auditorium

Tue 4/28/15
9:30-11:00



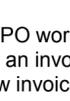
HUB, 250

Thu 4/30/15
9:30-11:00



South Lake Union, Orin Smith Auditorium

Thu 5/28/15
10:00-11:30

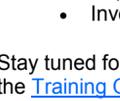


UW Bothell, TBD

Fri 5/29/15
9:30-11:00

We look forward to seeing you all once again. Any questions or outreach requests, please contact [David Wright](#) at 206-616-7076.

Reminders



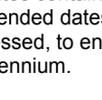
Did You Hear that We're Moving?

Procurement Services & Research Accounting and Analysis (RAA) will be Moving Soon.

Procurement Services along with Research Accounting and Analysis will be moving our offices after 48 years in the same location on University Way. We'll be in our new, modern space in the [Roosevelt Commons West](#) building at 4300 Roosevelt Way NE beginning May 11th.

We'll have the same phone numbers and emails, so contacting us in those ways will be the same. However, our availability on the 8th & 11th of May will be limited, but we'll have a plan in place to address our immediate customer needs. More details on availability will be communicated as we get closer to the move, and in the meantime, please plan accordingly.

Contact David Wright (206-616-7076 or djwright@uw.edu) if you need more information.



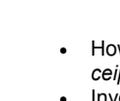
Biennium Close Website Updated for 2013-15 Biennium

The newly enhanced [Biennium Close website](#) has been completely updated with the necessary information and recommended transaction cut-off dates for the 2013-15 Biennium. The information spans all of our systems affected by the biennium providing cut-off dates and instructions. The dates contained in the [Biennium Cut-Off Dates](#) web page are the recommended dates in which those transactions must be received, and processed, to ensure the greatest opportunity for posting to the current 2013-15 Biennium.

Check out the helpful quick links in the Biennium close toolkit (right side box) which includes links to terminology, FAQ's, helpful biennium guidelines, an online training presentation and contact information, and please also check out the guidance at the [MyFinancial Desktop Biennium Close Information webpage](#) for additional assistance.

If you need additional guidance, [Procurement Customer Services](#) can be contacted at 206-543-4500 and they will be able to connect you to the right source of information.

Training



Receiving a Blanket Purchase Order (BPO) in eProcurement

Are you involved in receiving BPOs and approving receipts? Do you understand how eProcurement Receiving for a BPO works? Do you know how to determine if you need to "receive" to allow an invoice to be paid? How about the process to search for a BPO, review invoices and reject an incorrect invoice?

The Procurement Services Training team has created classroom training to help. In the upcoming *Receiving for a Blanket Purchase Order in eProcurement*, we will cover:

- What is "Receiving?"
- How to Know When Receiving is Required ... *this is especially important for Biennium Close!*
- How to:
 - Search for a BPO
 - Review an Invoice
 - Receive for the Dollar Amount or Quantity Invoiced
- How to Approve a Receipt ... *an important action required by Receipt Approvers when the BPO Preparer receives!*
- Invoice Reject Process

Stay tuned for the dates and registration information soon to be published in the [Training Opportunities](#) page of the Procurement Services Website.

Procurement FAQ's



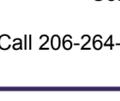
I'm getting too much email. How do I change my eProcurement notification preferences?

For visual instructions and guidance, please visit the [Changing Preferences in Ariba eLearning](#) on our [Independent Study](#) section.

To set-up frequency of email notifications:

1. Login to eProcurement
2. Select **Preferences** from the command bar.
3. Select **Change email notification preferences** from the options provided.
4. Click on the drop down arrow to the right of the **Edit preferences for:** field and select "Other document types".
5. Under **Notification method**, you can choose the method based upon being an approver or watcher. Select the option you prefer. You have a choice of **Send email immediately** or **Send email summary**. Your choice specifies whether to receive each request as it is generated or receive all requests at once in a daily batch email, respectively.
6. Under Notification frequency, you can set the following:
 - a) Never Send
 - b) Send Once
 - c) Send Repeatedly
7. When you are finished making your selections, click Save to save your changes.

Supplier Spotlight



Pan Pacific Hotel Honors UW with Special Promotion

Pan Pacific Seattle is a contemporary hotel located in Seattle's cultural epicenter. It's an elegant, 4 star luxury hotel, where the essence of the Pacific Northwest is accentuated by modern hospitality.

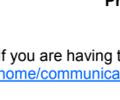
[Pan Pacific Seattle](#) is honoring the UW with "[Company of the Quarter](#)" and with that comes special pricing, upgrades and perks in which UW guests can take advantage of from April-June 2015.

- Deluxe Queen \$195
- Premium King \$220
- Upgrade to next room type (based upon availability)
- Complimentary hand crafted cocktail in The Lobby Bar
- Complimentary turn down service

Call 206-264-8111 for reservations or more information.

Green U News

Honoring Earth Day Sustainability Superstars



The Seattle campus community filled Red Square on April 22nd in celebration of Earth Day's 45th year anniversary. Earth Club, the student organizers, hosted City Council Member Mike O'Brien who gave the welcome remarks, while students coordinated a fun solar-powered concert. Dean Lisa Graumlich from the College of the Environment presented the annual green awards. Thank you for coming out to support our sustainability superstars! For more information, go to: <http://green.uw.edu/hga>.

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<https://mailman.u.washington.edu/mailman/listinfo/procurementservicesnews>

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Procurement Services is a Division of Financial Management within University of Washington's Finance & Facilities

If you are having trouble viewing this email you can read it online at: <http://f2.washington.edu/fm/ps/home/communications-and-outreach>

If you have procurement related questions please email: pcshelp@uw.edu



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