



# 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.

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## Headline News



### Supplier Onboarding Update: 30-Day Progress Report

Just thirty days into its 90-day timeline, the Supplier Onboarding Lean team has already made substantial progress toward its ultimate goal of creating a streamlined, transparent registration process. Six kaizen (continuous improvement) groups, each focusing on a different aspect of the ambitious project, presented work-to-date in a public forum on July 16. Most of the discussion addressed updated current and future state maps documenting data systems, functions, hand-offs, milestones, and costs. In addition, the Communications kaizen presented its compilation of information and training materials currently available to suppliers, campus, and Procurement Services staff.

Subaward via eProcurement

- Procurement Tip & Tricks
  - Editing eProcurement Orders
- Procurement FAQ's
  - What do I do if my supplier is not registered on the Ariba network?
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  - What should I do if the supplier didn't attach an invoice copy to their elnvoice on my BPO?
- eProcurement Supplier Spot Light
  - Keeney's Office Supply

## Quick Links

[Procurement Services Website](#)

[Ariba Buying Portal](#)

[Newsletter Archive](#)

The objective at 90 days, is to have a detailed plan for a single Procurement Services team working in an integrated registration system with clear process milestones that are visible to suppliers and campus alike.

For more details and to track progress, please visit the Supplier Registration Lean site: <http://f2.washington.edu/fm/ps/supplier-onboarding-lean>.

## Reminder



### Initiating an Ariba Network Registration Request

Procurement Services has developed a new webform that provides the campus an opportunity to request supplier enablement on the Ariba network.

To initiate a request:

- Go to the Ariba Network Registration Request Webform to complete the registration request form and submit
- The webform will send an email confirming the submitted request
- The registration request is sent to Procurement Services which initiates the registration process with Ariba
- Suppliers are able to take action on all Ariba registration tasks in the same day, however this doesn't always happen (for this reason, the process can be as short as 1 business day, up to several weeks)
- Check the [PDR Supplier Search report](#) and if you don't see your supplier listed as *enabled* then contact the supplier to complete the registration process or provide different supplier contact information by completing the web form again

Do you have a supplier that you need registered on the Ariba network? Go to <https://f2.washington.edu/fm/ps/ariba-network-registration> to get the process started.

## Training



### eLearning: Initiating a Subaward via eProcurement

## About Procurement Services

[Organization Chart](#)

[Mission Vision and Values](#)

[Directions, Parking & Hours](#)

## Contact Us

**Newsletter Editor:**

[djwright@uw.edu](mailto:djwright@uw.edu)

**Customer Service:**

[pcshelp@uw.edu](mailto:pcshelp@uw.edu)

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**Description:** This tutorial provides an introduction to initiating a Subaward in the eProcurement (Ariba) system using the Blanket Purchase Ordering (BPO) functionality.

With the completion of this tutorial users will be able to:

- Understand what it means to initiate a Subaward in eProcurement
- Know how to use an eProcurement Blanket Purchase Order (BPO) to initiate a Subaward
- Know what activities must be completed before creating the Subaward BPO
- Understand Best Practices and Roles and Responsibilities
- Know where to go for assistance

[Register here for the Initiating a Subaward via eProcurement tutorial](#)

*NOTE: If you are NOT using BPO to initiate subawards and wish to learn about general functionality of the BPO module, then we recommend you view the **Creating a Blanket Purchase Order (BPO)** tutorial instead at:*

<http://f2.washington.edu/fm/ps/training-events/independent-study/BPO>

For a step-by-step guide on the eProcurement subaward functionality, refer to the **Requesting Subawards Visual Guide** at:

<http://f2.washington.edu/fm/ps/sites/default/files/training-and-events/classroom-training/vis-guide-sub.pdf>

Detailed information about Subawards is available on the **Office of Sponsored Programs (OSP)** website:

<http://www.washington.edu/research/index.php?page=subawards>

## Procurement Tips & Tricks



### Editing eProcurement Orders

- **For requisitions**, the only person that can change anything if it's in composing, is the preparer
  - The only option another user can do is copy the requisition and make a new one
    - This feature is important for version control
- **For BPOs**, when they are in CR status, you can add a contact other than yourself
  - The preparer or requester can change at any time while the CR is in composing status

- You can give others edit capability
  - That takes effect after the CR becomes BPO

## Procurement FAQ's



### ***What do I do if my supplier is not registered on the Ariba network?***

Please submit information about the supplier to us using the Ariba Network Registration Request webform located at <https://f2.washington.edu/fm/ps/ariba-network-registration>.

### ***What is the current file size limit for attachments in the Ariba eProcurement BPO module?***

The file size limit is 4 MB.

### ***What should I do if the supplier didn't attach an invoice copy to their eInvoice on my BPO?***

It is a recommended best practice to have a physical PDF copy of the supplier invoice attached to the electronic invoice in eProcurement, especially if there is addition detail because it provides supporting documentation on supplier letterhead.

- Once suppliers submit their invoices, they cannot attach documents to them
- Before you complete the receiving process in eProcurement, contact the supplier to request a PDF copy of the invoice
- On the Invoice Summary screen:
  - Scroll down to the bottom to the ATTACHMENTS – ENTIRE INVOICE section of the page.
  - Use the Add Attachment button to add the PDF attachment to the invoice

## eProcurement Supplier Spotlight



**Keeney's setting a Standard for Sustainability**

Keeney's Office Supply has taken steps to make it easier for all UW Departments to comply with the University's policy regarding the purchase of 100% recycled Copy Paper.

Shoppers will now see a "recommended alternative" to all copy paper that is not 100% recycled when they go on the Keeney's web site on eProcurement. The recommended paper is Georgia Pacific Spectrum 100, a 100% recycled product that is milled less than 200 miles from campus and thus reduces carbon consumption in two ways: through use of postconsumer waste paper, and by purchasing paper that has the least distance to travel from the mill to the printer.

Need assistance, or have questions? Please contact [Jill Keeney-Cooper](#) (Program Manager) at 425-285-0549.

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