

# Procurement Services

## Campus News & Information



May 2024

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### PROCUREMENT TIP

Occasionally, you may receive a quote from a supplier asking for full or partial payment in advance. Generally, the University may not make payment in advance of receipt of goods or services, it is prohibited by [RCW 43.88.160](#). There are limited exceptions, before agreeing to payment terms with your supplier, be sure to check with Procurement Services staff to see what options are available to you. Deposits are standard in certain industries such as for catering and conferences (should be no more than 40%), space rentals, performers, and speakers.

### MILLIPORE SIGMA INVOICES

Procurement Services staff are working with Millipore Sigma's Accounts Receivable team to resolve past-due invoices. As of April 24, there are 264 Sigma invoices needing to be received in Workday. Kindly note that Workday does not issue email reminders for receiving items. To facilitate this process, please ensure to run the R1166 Invoice Match Exceptions

report which identifies invoices that are awaiting receipts and aids in streamlining the receiving process. Additionally, the [UW AP Work Queues](#) provides reports of aged invoices awaiting action by campus units/departments.

<https://finance.uw.edu/ps/how-to-buy/receiving>

## CELEBRATE NATIONAL SMALL BUSINESS WEEK

APRIL 28 – MAY 4, 2024

The Small Business Administration (SBA) officially recognizes small businesses for their hard work, ingenuity, and dedication including their contributions to the economy. Support local businesses all year.

### Meet a local Small Business - Keeney's Office Supply | Office Interiors

We recently finalized a new contract with [Keeney's](#), which includes their furniture division, [bluespace interiors](#). Please contact the [Keeney's team](#), or our primary Account Manager, Jill Cooper: [jillc@keeney.com](mailto:jillc@keeney.com) to discuss ways your team can consolidate orders and save money.

New Contact Number: UW-Rider- KC-000252-2-50949



## CONTRACT ANNOUNCEMENTS AND UPDATES:

### Best Buy - New Account Manager

Meet Amanda Colomb, the University's new primary Account Manager for Best Buy. Amanda replaces Brenda Lovejoy, who recently retired.

Amanda Colomb is UW's new Account Manager and primary point of contact for all Best Buy purchases. Please email her directly with your quote requests at [amanda.colomb@bestbuy.com](mailto:amanda.colomb@bestbuy.com). Amanda can source commercial-grade products from multiple different manufacturers in addition to everything you find in Best Buy's retail stores.

Best Buy Business offers full solutions for Custom A/V projects, Interactive Displays, Digital Signage, Device Provisioning & Lifecycle Management, Esports, and Appliances.

Amanda is excited to be a supportive resource for UW and is available for one-on-one meetings to explore what's possible. Amanda's direct number is 612-292-0905.

YouTube: [Best Buy Business upgrades Stadium displays](#)

YouTube: [Geek Squad City Device Provisioning and Deployment Leverage Best Buy Business' OMNIA PARTNERS Contracts](#)

**Amanda Colomb**

Strategic Account Manager

Best Buy Business

Return Request: [businessreturns@bestbuy.com](mailto:businessreturns@bestbuy.com)

Billing/Credit Questions: [credit@bbadvantage.com](mailto:credit@bbadvantage.com)

Business Customer Support: 1-800-373-3050

[Check out our Geek Squad City Business Solutions](#)

**Please Note!** We have **14 DAYS** from your date of delivery to process a return/exchange.

Upon receiving your order, we strongly recommend unpacking & inspecting your items immediately for any damage or function failure.



## SUSTAINABILITY NEWS

Did you know? [Several types of Styrofoam \(expanded polystyrene\) have been banned for sale and distribution in Washington.](#) This includes packing peanuts or loose fill packaging, and food service items such as plates, bowls, cups, and portable coolers. Expanded polystyrene containers like coolers used for pharmaceuticals, medical devices and biological materials are still allowed.

For questions on local waste laws and how to dispose of items on the Seattle campus, reach out to [UW Recycling](#).

## DON'T FORGET ABOUT REQUIRED DEPARTMENT OF ENTERPRISE SERVICES (DES) PROCUREMENT TRAINING

See Procurement Services Training web page at this link, <https://finance.uw.edu/ps/DES-training>

Washington State requires all state employees whose jobs include procurement-related duties to fulfill certain training requirements per RCW 39.26.110. Workday security roles that may be impacted by the training requirement include Buyer, Requisition Requester, and Share Environment Requisition Specialist.

Please click the link below, to determine the exact courses and timeframe that employees need to follow within your department/school. DES site:

<https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development>