Exception Item Ordering in Ariba
Course Objectives

At the end of this presentation, users will:

• Understand what it means to order Exception Items through Ariba

• Know the activities they need to complete in advance for certain Exception Items, such as getting written approvals and/or gathering required documents

• Know where to go to get more information about ordering Exception Items in Ariba
Topics

• What are the exception items?
• What is Exception Item Ordering in eProcurement?
• What is the Impact to Ariba?
• What to Know Before You Begin
• Where to go to Get More Information
What Types of Items are on the Exception List?

- Biological Safety Cabinets
- Blood, Blood Serum and Platelets
- Cadavers, Organs, and Other Human Tissue
- Charters - Vessels (Boats), Aircraft and Bus
- Construction and Building Alteration, Modification, and Repairs
- Firearms, ammunition, explosives
- Fume Hoods
- Lab Refrigerators/Lab Freezers
- Live Animals, Custom Animal Antibodies, Non-Preserved Animal Organs and Tissue
- Radioactive Chemicals/Materials/Equipment
- Resale Items
- UW Logo and/or Trademark Usage
- XRay/Lasers

For more details and the current list, visit [https://finance.uw.edu/ps/how-to-buy/exception-items](https://finance.uw.edu/ps/how-to-buy/exception-items)
What is Exception Item Ordering?

• Exception Item Ordering is the ability to identify order items and services within an Ariba order that are considered exception items and will thus need central office review and approval.

• Orders for these goods and services can be placed through the following Ariba buying modules:
  • Catalog Ordering
  • Non-Catalog Ordering
  • Blanket Purchase Orders (BPOs)

• Payment for these goods and services **IS NOT** available through the following Ariba payment modules:
  • Non-PO Invoice
  • Payments to Individuals (P2I)
  • eReimbursements
How Does Campus Identify the Order has Exception Items?

• Preparers will answer the Exception question for any order (Catalog, Non-Catalog, or BPO) **even if it is not an Exception Item purchase**

• If they answer “Yes”, then based on the exception type, eProcurement might:
  • Ask certification questions and/or ask the preparer to attach documents before submitting the request for approval
  • Set specific account codes and/or add special approvers
  • Ask additional questions to:
    • Alert users to restrictions on which departments can place the order
    • Tell users to stop processing the order in Ariba and seek assistance elsewhere
What to Know Before You Begin

We will discuss each item to the right to help you understand what you need to know before you begin

- Order & Item Information
- Exception Information
- Exception Approvers
- Auto-Selected Account Codes
- Attaching Required Forms and Documents
- Exception Certifications
- Exception Restrictions
- Supplier Requirements
Know what you want to buy

Have the item information ready before placing the order

Order & Item Information

- Item Description
- Commodity Code(s)
- Supplier Name
- Supplier Part Number
- Quantity
- Unit of Measure
- Price per unit
- Account Code(s)
- Budget Number(s)

**Commodity Codes** are universal, standard classification codes for products and services used to detail where money is spent within a company. Please visit the Commodity Codes web page to learn how to search for these codes: [http://f2.washington.edu/fm/ps/how-to-buy/commodity-codes](http://f2.washington.edu/fm/ps/how-to-buy/commodity-codes)

**Account Codes** are six digit numbers used by the UW to categorize expenses made on a budget. They can be researched on the Object codes web page: [http://f2.washington.edu/fm/fa/references/object-codes](http://f2.washington.edu/fm/fa/references/object-codes)
• Carefully review the details for the Exception Item in the Exception List on the Procurement Services Website http://f2.washington.edu/fm/ps/how-to-buy/exception-items

• Visit and review links in the Exception Item description to ensure you understand the purchasing policies, procedures and requirements for that specific exception type

• Ensure you collect all of the necessary approvals and documentation before you initiate your request
Exception Approvers

• Selection of some Exception Items will add an Exception Approver to the approval flow

• Exception Approvers are added after Compliance Approvers, Budget Approvers and Funding Approvers

• Below is an example approval flow for an Exception Item that has an Exception Approver

• Below is an example approval flow for Exception Items that DO NOT have an Exception Approver
<table>
<thead>
<tr>
<th>Exception Item</th>
<th>Exception Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Animal Antibodies</td>
<td>CustomAnimalAntibodies</td>
</tr>
<tr>
<td>Biological Safety Cabinets</td>
<td>BSCCabinetApproval</td>
</tr>
<tr>
<td>Blood, Blood Serum and Platelets</td>
<td>Goods&amp;ServicesApproval</td>
</tr>
<tr>
<td>Cadavers, Organs, and Other Human Tissue</td>
<td>Goods&amp;ServicesApproval</td>
</tr>
<tr>
<td>Construction and Building Alteration, Modification, and Repairs</td>
<td>Goods&amp;ServicesApproval</td>
</tr>
<tr>
<td>Firearms, ammunition, explosives</td>
<td>Goods&amp;ServicesApproval</td>
</tr>
<tr>
<td>Fume Hoods</td>
<td>FumeHoodApproval</td>
</tr>
<tr>
<td>Radioactive Chemicals/Materials/Equipment</td>
<td>RSAApproval</td>
</tr>
<tr>
<td>XRay/Lasers</td>
<td>RSAApproval</td>
</tr>
</tbody>
</table>
Auto-Selected Account Codes

• Selection of some Exception Items will automatically select an Account Code
• The Auto-Selected Account Code is required and cannot be changed for the Exception Type
Which Exception Items Have Auto-Selected Account Codes?

<table>
<thead>
<tr>
<th>Exception Item</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charters</td>
<td>033700</td>
</tr>
<tr>
<td>Resale Items</td>
<td>059800</td>
</tr>
<tr>
<td>Radioactive Chemicals/Materials/Equipment</td>
<td>053200</td>
</tr>
</tbody>
</table>
• Selection of some Exception Items will require the preparer to:
  • Attach supporting documents to the request
  • Answer a question to certify that the documents are attached

• The types of supporting documentation include:
  • Current versions of required forms with signatures
  • Documentation of pre-approval to purchase services

• The following document types may be attached in eProcurement: txt, csv, xls, xlsx, doc, docx, dotx, potx, ppt, pptx, ppsx, sldx, xltx, pdf, ps, rtf, htm, html, xml, jpeg, jpg, bmp, gif, png, zip
File Size Limitations

• There is a 4 MB per document limitation.
• You can have multiple attachments as long as the aggregate file size does not go over 10MB per order.
• When scanning a document to attach to an order, be mindful of the image resolution and document size you use.
• You can also compress files before attaching them.
### Which Exception Items Require Attachments?

<table>
<thead>
<tr>
<th>Exception Item</th>
<th>Attachment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Safety Cabinets</td>
<td>• Biological Safety Cabinet Request to Purchase or Relocate Form</td>
</tr>
<tr>
<td>Blood, Blood Serum and Platelets</td>
<td>• Biological Use Authorization Application</td>
</tr>
<tr>
<td></td>
<td>• Materials Transfer Agreement (MTA) if applicable</td>
</tr>
<tr>
<td>Cadavers, Organs, and Other Human Tissue</td>
<td>• Biological Use Authorization Application</td>
</tr>
<tr>
<td></td>
<td>• Materials Transfer Agreement (MTA) if applicable</td>
</tr>
<tr>
<td>Construction and Building Alteration, Modification, and Repairs</td>
<td>• Authorization from facilities to contract out for the services</td>
</tr>
<tr>
<td>Firearms, ammunition, explosives</td>
<td>• Approval to purchase a firearm, ammunition, and/or explosives from UW Police Department</td>
</tr>
<tr>
<td>Resale Items</td>
<td>• Copy of UW Reseller Permit obtained from the Tax Office</td>
</tr>
</tbody>
</table>
Exception Certifications

- Each eProcurement Exception Item has at least one Exception Certification question that you must answer before the system allows you to submit the request.

**IMPORTANT**
By submitting a response to the exception question within Ariba you are certifying that all information you have provided is true and correct to the best of your knowledge.
### What are Some Examples of Exception Certifications?

<table>
<thead>
<tr>
<th>Exception Certification</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certify that you have attached a specific document</td>
<td>For Resale Items – “By checking this box, I certify that I have attached my resale UW certificate to my order”</td>
</tr>
<tr>
<td>Certify that you have reviewed published information</td>
<td>For Lab Refrigerators – “By checking this box, I certify that I have reviewed the safety information published by EH&amp;S and agree to order required safety stickers and affix such stickers to the purchased refrigerators and freezers</td>
</tr>
<tr>
<td>Certify that you are purchasing from a supplier that meets certain criteria</td>
<td>For UW Logo – “By checking this box, I certify that the purchase of products with a UW logo or trademark is made with a supplier approved by UW Trademarks and Licensing”</td>
</tr>
</tbody>
</table>
Exception Restrictions

- Selection of some Exception Items will:
  - Alert preparers to restrictions which limit order placement to certain departments
  - Tell preparers to stop composing the requisition or contract request in eProcurement and seek assistance elsewhere
# Which Exception Items Have Restrictions?

<table>
<thead>
<tr>
<th>Exception Item</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Animals</td>
<td>The user preparing the request must be from the Department of Comparative Medicine or the Washington National Primate Research Center (WANPRC)</td>
</tr>
<tr>
<td>Construction and Building Alteration, Modification, and Repairs</td>
<td>The request cannot be processed in eProcurement if the University does not own all space to be modified</td>
</tr>
</tbody>
</table>
Supplier Requirements

- Suppliers must be registered with the University of Washington
- Suppliers must be available in Ariba
- For BPOs, suppliers must be flagged as “Ready for BPO”

IMPORTANT
Use the Supplier Search Report to determine the supplier status. To access the report, visit the BI Portal web page: http://itconnect.uw.edu/work/data/use-data/bi-portal/
How to Tell if a Supplier is Registered and Fully Onboarded Using the Supplier Search in the BI Portal

Order Address Status = Active + Available in Ariba = Y = Supplier is registered and fully onboarded
How to Tell if a Supplier is Available for Non-Catalog Orders Using the Supplier Search report

Order Address = Active + Remit To Address = Active + Available in Ariba = Y = Supplier is available for Non-Catalog Orders
How to Tell if a Supplier is Available for BPOs Using the Supplier Search

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
<th>IRS Entity Type</th>
<th>Date Added</th>
<th>TIN Verified</th>
<th>Available in Ariba</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV BOOKSTORE INC</td>
<td>113976</td>
<td>Corporation</td>
<td>05-21-1985</td>
<td>Matches IRS EIN Records</td>
<td>Y</td>
<td>Active</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Seq #</th>
<th>Address</th>
<th>Status</th>
<th>Ready for BPO</th>
<th>Ariba Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order From</td>
<td>2</td>
<td>4326 UNIV WAY NE SEATTLE, WA 98105</td>
<td>Active</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Remit To</td>
<td>3</td>
<td>ACCOUNTS PAYABLE 4326 UNIVERSITY WAY NE SEATTLE, WA 98105</td>
<td>Active</td>
<td>Y</td>
<td>ACH</td>
</tr>
</tbody>
</table>

Order Address Status = Active + Remit To Address Status = Active + Available in Ariba = Y + Ready for BPO = Y = Supplier is available for BPOs
For More Information...

• Visit the Procurement Customer Services Exception Item Ordering Web Page
  http://f2.washington.edu/fm/ps/how-to-buy/exception-items

• If you have questions or need assistance, contact Procurement Customer Services by
  • email: pcshelp@uw.edu or
  • Phone: 206-543-4500
In This Presentation We...

• Explained Exception Item Ordering in Ariba
• Described the items that are on the Exception Item list
• Explained what you need to know before you begin
• Provided guidance on where to go for information and additional resources