

Procurement Services

Campus News & Information



December 2019

IN THIS ISSUE:

- **Delegation of Ariba Approval Authority**
- **Praxair Deliveries around Christmas Holidays**
- **Purchasing Exception Items**
- **Webcast Training Series**
- **Notice to all Procard Cardholders**

DELEGATION OF ARIBA APPROVAL AUTHORITY

Planning on being out of the office this holiday season and want to make sure the approval of department Ariba transactions continue without a glitch?

Procurement Services recommends at least two people have all ASTRA roles. If that is not possible, there is an option to delegate your approval authority to another person, so the department's Ariba transactions will continue to process.

Under Preferences on the Ariba home page, there is a Delegate Authority option. For instructions on how to set up a delegation of authority, see the Tutorials web page <https://finance.uw.edu/ps/resources/training/tutorials> and Changing Preferences eLearning under Getting Started.

The person who has been delegated authority will receive notifications that there is a transaction pending approval. To approve transactions, log into Ariba, and Ariba will ask if you want to continue as yourself or as the person who delegated their authority and then continue with the approval process.

PRAXAIR DELIVERIES AROUND CHRISTMAS HOLIDAYS

No Praxair deliveries will be made on Tuesday or Wednesday, 12/24 & 12/25. Praxair will do its best to have all regularly scheduled Tuesday/Wednesday automatic orders delivered as quickly as possible during the holiday week.

New orders for delivery the week of 12/22/19 – 12/27/19 should be submitted no later than Friday, 12/20/2019.

- **New England Biolabs, Inc. New Prices**
- **Dear PCS**

PURCHASING EXCEPTION ITEMS

Exception Items are those items that need additional documentation or approvals prior to an order being placed. It is important to ensure you are in compliance with UW policies regarding exception items. Some Exception Items have guidance regarding design standards, safety, and best practices that campus should be aware of before making a purchase.

Most Exception Items should be purchased via Ariba. Procard is not allowed for the purchase of Exception Items.

Samples of Exception Items include:

- Live Animals*, Custom Animal Work, Non-Preserved Animal Organs and Tissue
- Radioactive Chemicals, Materials, or Equipment
- Human Blood, Human Blood Serum, or Human Platelets
- Biological Safety Cabinets or Fume Hoods

Please review the full list of Exception Items here:

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

For training on how to create an Ariba order for Exception Items visit:

<https://finance.uw.edu/ps/resources/training/tutorials#Exception>

For a list of Allowable and Unallowable Procard expenditures visit:

https://finance.uw.edu/ps/sites/default/files/Allowable_Unallowable_Expenditures%202019.pdf

*Live animal purchases are placed with the Department of Comparative Medicine. Do not use Ariba or Procard for these purchases.

<https://depts.washington.edu/compmed/animal/index.html>



WEBCAST TRAINING SERIES

...brought to you by the Procurement Services Training Team!

Coming in January:

- **Creating Blanket Purchase Orders - 1/7/2020 from 10am to 11am**
 - Learn more about:
 - What to know before you begin

- Setting Up Blanket Purchase Orders
- Demonstration
- Receiving will **not** be covered in this presentation. We will have a separate webcast for receiving in 2020.
- For more details about this webcast, click: <https://finance.uw.edu/ps/resources/training-and-tutorials/ariba>
- **ProCard Overview – 1/28/2020 from 10am to 11am**
 - What to Know Before You Begin
 - Purchasing with a ProCard
 - Reconciliation
 - **Note:** This does not replace the online training and assessment requirement for new cardholders.

Coming Soon in 2020:

- Receiving on Blanket Purchase Orders
- Catalog Orders in Ariba

Each webcast will be an hour in length, with a half hour devoted to Q & A. Every webcast in the series will be recorded and posted to the Procurement Services website after the event date for those who were not able to participate.

To register for a webcast, click: <https://finance.uw.edu/ps/upcoming-events>.

NOTICE TO ALL PROCARD CARDHOLDERS



Starting January 2020, the Procard Office is updating the required Procard Training for all cards.

- All **NEW** Procard applications will be required to take the Procard Cardholder Training and complete the assessment with a passing score.
- New applications submitted from previous or current cardholders changing departments will not be required to complete a new assessment, as long as an assessment has been completed with a passing score within the last 12 months.
- Ghost accounts do not require an assessment and will renew automatically. Information will be emailed to the cardholder of the ghost account.
- All renewal Procard Applicants (every 3 years) will be required to take the Procard cardholder assessment and receive a passing score.

- Individual travel cardholders will be required to complete the Individual travel card training and assessment for all new travel cards and renewal travel cards.
- Central Travel Accounts (CTA) do not require an assessment and will automatically renew. The new information will be emailed to the cardholder. There is online training available (<https://finance.uw.edu/ps/resources/training/tutorials#CardServices>) and it is the recommendation of the Procard Office for applicants to view.

If you have any questions, please email procard@uw.edu.



NEW ENGLAND BIOLABS, INC. NEW PRICES

New England Biolabs, Inc. is pleased to announce that for year 2020, product prices will increase in aggregate only .85% above our prices for 2019.

Additionally, we would like to inform you of recent changes to our domestic Freight Policy that will be effective on January 1, 2020. For orders greater than \$350.00 net, NEB will continue to waive all freight fees. For orders less than \$350.00 net, there will now be a \$31.00 freight charge. This policy change represents a \$2.00 increase over our current freight and is the first increase assessed in two years. NEB will continue to waive hazardous or dry ice fees and offer next business day delivery.

For your additional Information, NEB is also a small business. We are registered on SAM.GOV and SBA.GOV. If you would like a self-certification form completed to confirm this, please send it to Businessops@neb.com.

APPLE IN EDUCATION, UW ACCOUNT TEAM



NEW UW ACCOUNT EXECUTIVE: Todd Woiwode has replaced Randy Wright who recently retired.

**UW Account Lead**Jason Cascio jcascio@apple.com

(206) 551-5999

**UW Account Executive**Todd Woiwode toddw@apple.com

(512) 674-6802

**UW Campus Representative**Ramou Jallow ramouj@apple.com

(425) 765-7465

**Systems Engineer**Yogen Kushi yogen@apple.com

(617) 470-2920

**Development Executive**Christopher Vieira cvieira@apple.com

(209) 201-2806

Q & A

Dear PCS,

How do I find established contracts with the University of Washington?

Dear Contracts,

Existing UW Contracts are available in the UW Contracts Search report. To access the report go to the Buying from Contracts web page:

<https://finance.uw.edu/ps/how-to-buy/buying-from-uw-contracts>.

You must be on a UW secure server to access this report and using your UW NetID and NetID domain, other domains will not work, like "UWB" for Bothell, for example. If you are not on one of the main campuses, you will need to use Husky OnNet secure VPN: <https://itconnect.uw.edu/connect/uw-networks/about-husky-onnet/> to access the report.

There is no ASTRA authorization needed to access this report. If you cannot locate a contract but know there is one, contact one of our Subject Matter Experts found here <https://finance.uw.edu/ps/contact-us/subject-matter-experts> for assistance.

[PROCUREMENT SERVICES](#)

[ARIBA BUYING](#)

[UPDATE YOUR SUBSCRIPTIONS](#) | [UNSUBSCRIBE](#) | [VIEW THIS MESSAGE ONLINE](#)

Customer Service: <mailto:pcshelp@uw.edu>

© 2019 University of Washington, Procurement Services, Box 354967, Seattle WA 98195