

Procurement Services

Campus News & Information



February 2020

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PUNCHOUT CATALOGS MAY BE IMPACTED WHEN USING CHROME AS OF Feb. 4, 2020

Google's Chrome web browser will be updated on February 4, 2020. This update may negatively impact UW's Ariba PunchOut catalogs when using Chrome as the web browser.

Upon accessing an Ariba PunchOut catalog,

- The catalog accessed may be the supplier's public site, erroneously showing an option to log in, instead of showing the UW PunchOut catalog with UW pricing and branding.
- The UW PunchOut catalog is accessed but upon checkout, the message "PunchOut Catalog Shopping Unsuccessful" is received, resulting in an empty requisition.
- The web browser page may not respond, be blank, contain error messages such as "access denied" or cause issues while browsing the PunchOut catalog.

While these may be the most common issues, other issues may also, be experienced using the new Chrome browser as of Feb. 4, 2020.

We highly recommend using Firefox or Internet Explorer instead until the new Chrome updates are stabilized at some point in the future.

- New Hotels Now, Under Contract
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- Ergogenesis Workplace Solutions LLC (BodyBilt)
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NEW WEBCAST TRAINING in FEBRUARY

Brought to you by the Procurement Services Training Team!

Buying from Ariba Catalogs: Feb. 25, 2020 from 10 am to 11 am

This webcast will focus on:

- ✓ Benefits of Using Ariba Catalogs
- ✓ How to use Catalogs
- ✓ When to use Catalogs
- ✓ Best practices

To register for this webcast, go to: <https://finance.uw.edu/ps/upcoming-events>

NEW ILLUMINA PRICING IN EFFECT FEB. 15, 2020

New Illumina pricing goes into effect February 15, 2020. You may view your current pricing and our latest products anytime, by logging into MyIllumina (<https://my.illumina.com/>) with your UW email address. There is no need to attach the pdf pricing document when placing your order through Ariba; just reference the standing quote number.

Please contact Customer Service directly at customerservice@illumina.com to activate your MyIllumina account, if needed, or with any order-related questions. For pricing inquiries on items not listed on your quote, contact your Inside Sales Rep, Cole Fassino (cfassino@illumina.com), or Seattle-based account manager, Stacy Musone (smusone@illumina.com).

HUSKY GREEN AWARDS DEADLINE IS FAST APPROACHING

We need your help! Each year, the UW Husky Green Awards honor individuals and teams across the university who demonstrate initiative, leadership and dedication to sustainability. All winners are chosen from nominations made by the University of Washington community.

Everyone - faculty, staff, students and teams at any UW campus are eligible. We need you to let us know who deserves a Husky Green Award this year. Submit

your nominations and let us know who best demonstrates sustainability leadership at UW before the March 1 deadline at green.uw.edu/hga.

Winners will be announced during the UW Earth Day celebrations in April. Help us recognize all the unsung sustainability heroes who drive the UW's deep commitment to living green!

WHAT IS FRAUD?

At the broadest level, card fraud is the unauthorized use or attempted use of a payment card.

What do you do if you have a lost, stolen or compromised card?

Lost, stolen or compromised cards must be reported immediately, to JP Morgan Chase. Then, email the ProCard Office at procard@uw.edu validating the lost or stolen card has been reported to JPMC.

- Inside the U.S.: 1-800-270-7760 / 1-800-VISA-911
- Outside the U.S./Canada: 1-801-281-5825 / 1-410-581-9994

Fraud Facts:

- 2018-2019 Reported Fraud \$545,000
- 2018-2019 JPMC recovered \$475,000
- 2018-2019 JPMC wrote off \$70,000
- 75% of fraud from external parties
- 25% of fraud from internal parties

How to keep your card safe:

- Keep the card secure. Keep it with you or lock it in a secure place.
- The ProCard should be used only by the person to whom the card is issued.
- Do not share or lend to other staff.
- Do not write any portion of the ProCard number down.
- Only use reputable vendors
- Do not give the ProCard number to a merchant to "keep on file."
- Beware of phishing scams via email. There are email scams that can be very convincing.
- Never reply to these email 'phishing scams.'
- Enroll in fraud alerts with JPMC.
- Please contact ProCard Office at procard@uw.edu, if you ever have any questions or concerns regarding a suspicious email or phone call.

BEWARE OF TONER SCAM CALLS

The UW Managed Print office was notified by a UW department that they have received a number of toner scam phone calls in recent weeks. The particular

"business" in this case is Insite Services, which is already published in the BBB as a fraudulent company.

As a reminder, all Ricoh toner supplies are included in the Managed Print Services contract. Any questions about these calls can be directed to us at, uwmps@uw.edu or my desk at (206) 543-3233.

For more information check this link, read below, and be careful.

<http://finance.uw.edu/ps/sites/default/files/Resources/charts/Scam%20and%20Fraud%20Alerts.pdf>

Toner Phoner Phonies

Scammers are always trying to stay a step ahead of their potential victims, and recently we have seen an increase in phony toner sales calls, where the scam artist seems to have information on a recent order. These toner phoners are telemarketers who misrepresent themselves as Printer/Copier sales staff or as authorized representatives. They try to fulfill the order over the phone enticing the victim with better pricing for a short period of time, prior to a companywide increase in toner cartridge cost.

If you are ever called by a salesperson that you aren't familiar with and asked to alter the standard purchasing process with that supplier, you need to be suspicious and deny the offer. And, just as a reminder, never provide credit card, banking or personal information to anyone without being absolutely sure that it is a legitimate request and it's a secure transmission of the information.

Liz Springer

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NEW HOTELS, NOW UNDER CONTRACT

We are pleased to announce the following hotels are now under contract in the UW Hotel Pool:

Aboda by Reside – offers short & long-term fully furnished apartments at high-quality properties in the Puget Sound Area as well as throughout the United States and globally. ABODA's furnished rentals offer twice the square footage of a typical hotel room with access to all community services and amenities to establish you in a new city. Each apartment comes fully furnished with housewares, linens, electronics, Wi-Fi and utilities.

Discount Code: University of Washington

Ph: 888-389-0500 press #3 or 425.389.0500

Hotel Nexus Seattle/Northgate: 15% off lowest available rate at time of booking. Direct booking link:

https://www.bestwestern.com/en_US/book/hotel-rooms.48191.html?rateCode=Q61N

(Complimentary shuttle service and dog-friendly rooms available on request)

Courtyard Marriott Northgate: 15% discount on sleeping rooms; meeting rooms 10%, or complementary when booked in conjunction with sleeping rooms. (Restaurant on site and complimentary shuttle). Direct booking link:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1578677592514&key=CORP&app=resvlink>

For information regarding UW contracts, visit the UW Contract Search at:

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

NEW REQUIREMENT FOR HOTEL CONTRACTS

The University's Privacy Department recently launched new data privacy requirements to align with state, national, and international laws and guidelines. If you are contracting with a hotel and will be providing them with a rooming list of the attendees (as opposed to having attendees make their own reservations directly), the hotel will now be required to complete and sign a University of Washington Personal Data Processing Agreement (PDPA) along with the hotel contract for goods and services.

The PDPA form and guidance are located at

<https://privacy.uw.edu/design/agreements/pdpa/>.

Best practice will be to have the hotel complete and sign the PDPA form and attach it to your Ariba request along with the hotel contract.

We are currently working on obtaining this form for all Hotels that are in the UW Hotel Pool. The UW Contract information for each hotel will be updated as these are finalized. *Hotels in the contracted hotel pool **will not** need an individual PDPA signed for each contract.*

The UW Contract Search page is located at: <https://finance.uw.edu/ps/how-to-buy/buying-from-uw-contracts>



COMING SOON: New Ariba PunchOut Catalog for Ergogenesis Workplace Solutions LLC, (a.k.a. BodyBilt)

Ergogenesis is a certified small business that manufactures highly ergonomic

seating and accessories. With a focus on lab environments, computer intensive areas, healthcare facilities, emergency call centers and more, they specialize in producing products that provide comfort and result in increased productivity.

Stay tuned for an Ariba News Alert in the near future announcing the availability of the Ergogenesis Ariba PunchOut Catalog.

RECEIVING

Unable to attend the BPO Receiving webcast on "Receiving for BPOs" by the Training Team on February 11th? Be sure to check out the recorded webcast about the Receiving process found here on the Webcasts web page: <https://finance.uw.edu/ps/resources/training-and-tutorials/ariba>

Other resources for help with receiving are listed below:

ARIBA System Receiving for Orders: <https://finance.uw.edu/ps/how-to-buy/receiving>

Tutorials web page:

<https://finance.uw.edu/ps/resources/training/tutorials> and the Ariba Receiving and Reports section for eLearnings, printable guides and how to run the Receiving Exception report.

Q & A

Dear PCS,

How do I resolve this error showing in Ariba, "The line item contains one or more invalid fields?" I am puzzled!

Dear Puzzled,

To resolve, click on the Approval Flow tab. Instead of the normal approval flow, you will see an error that says, "The approval flow cannot be displayed because the Ariba system found the following error or missing fields." Below that, the line item with the description causing the error will be listed along with a better description of the error. Here is an example: "Line Item 1, Description: Full Description can be no longer than 240 characters." The preparer must edit the description down to 240 characters or less in order to submit the request.

Dear PCS,

I have been locked out of my Ariba account, how do I restore my access?

Dear Ariba Access,

Occasionally, users will attempt to log into ARIBA too many times with incorrect information. When this happens, you will get a message that says, "Maximum login attempts exceeded. Account for user [UWNetID] has been disabled. Contact your administrator for assistance."

To have your account unlocked:

1. Take a screenshot of the lockout message.
2. In an email, attach the screenshot and request for your account to be unlocked. Include your name and UW NetID.
3. Subject line of the email must be: **ARIBA Lockout**
4. Send the email to: PCSHelp@uw.edu

This information is available in the Procurement Services FAQs found on our Resources web page <https://finance.uw.edu/ps/resources>. You can search for the word 'lockout' and the following question will come up: **What do I do if I am locked out of ARIBA?** Follow the instructions to request your Ariba access be unlocked.

[PROCUREMENT SERVICES](#)

[ARIBA BUYING](#)

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

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

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