

Procurement Services

Campus News & Information



January 2020

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DON'T FORGET ABOUT WASHINGTON STATE DEPARTMENT of ENTERPRISE SERVICES TRAINING!

Washington State requires all employees whose jobs include procurement-related duties to fulfill state training requirements per RCW 39.26.110. Please click on the link below, to determine the exact courses and timeframe that employees need to follow within your department/school. You can also sign up for email and text updates from the Washington State Department of Enterprise Services (DES) at the link, below.

Washington State Department of Enterprise Services (DES) site:

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

Once you have determined the courses that your department/school must keep on file, your department/school will need to designate a UW employee to coordinate DES access with the State. Your department/school's designated employee will email the Washington State Department of Enterprise Services (DES) to have the appropriate staff gain access onto the DES training site as needed.

For more information or clarification on any state training requirements and processes, please reach out to DES directly per their web site.



INFORMATIONAL NOTICE TO ALL PROCARD CARDHOLDERS:

Starting January 13, 2020, the ProCard Office has updated the required ProCard Training. The assessment is now, decreased in the number of questions from 32 to 24 with a passing score of 22/24.

As a reminder, the ProCard Office does not send notices for renewal ProCard or renewal travel cards. It is the responsibility of the cardholder to take the assessment and submit the required renewal ProCard application.

We have also added to our website the information below, for all required testing:

- All **NEW** ProCard applicants will be required to take the ProCard training and complete the ProCard Assessment with a passing score of 22/24.
- New applications submitted from previous or current cardholders changing departments will not be required to complete an 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 Assessment and receive a passing score of 22/24.
- Individual travel cardholders will be required to complete the Travel Card Assessment for all new travel cards and renewal travel cards. Passing score for the assessment for travel cards is 11/12.
- Central Travel Accounts (CTA) do not require an assessment and 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.

OFFICE DEPOT ACCOUNT NUMBER

Reminder, the Office Depot UW Account number is 43271349, for working with their customer service.

I recently fielded several inquiries regarding struggles with Office Depot's customer service, mainly a result of the weather delaying shipments.

A reminder that in addition to a PO number, you must also give them the Office Depot customer service account number (43271349) so, they can quickly address any concerns you may have.

This information is also available on the UW Contracts Portal for our Office Depot contract.

Thank you,

Liz Springer

Sr. Contracts Manager, UW Procurement Services

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NEW WEBCAST TRAINING in JANUARY

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

ProCard Overview: 1/29/2020 from 10am to 11am

This webcast will focus on:

- ✓ What to know before you begin
- ✓ Purchasing with a ProCard
- ✓ Reconciliation
- ✓ Best Practices

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

ARIBA CATALOG NEWS

Now Available: The new Ariba PunchOut catalog for OMWBE supplier *Pacific Office Solutions Laboratory Equipment and Supplies* has been deployed. The landing page is co-branded with the Pacific Office Solutions and University of Washington logos. Because the new supplier is an OMWBE distributor for Grainger Laboratory Supplies and Equipment, there is a button you click to proceed to the Grainger portal once you reach the PunchOut landing page. Orders and invoices will route to and be processed by Pacific Office Solutions.

We encourage you to explore this new PunchOut catalog which has earned certification from Washington State Office of Office of Minority and Women's Business Enterprises.

Coming Soon: A hosted catalog for MSC Industrial Supply (a.k.a. SID Tool Co. Inc.) offering over 400,000 metalworking and maintenance, repair and operations (MRO) products will be released in the near future. You will be able to search for the items locally in UW Ariba by entering a part description or part number. Stay tuned for an announcement in the Ariba News section of eProcurement.

Q & A

Dear PCS,

I have a quote from a supplier, can I use that to submit a Non-PO Invoice?

Dear Supplier Quote,

No, quotes, estimates or supplier statements should not be used to submit a Non-PO Invoice transaction. Please review the Before Initiating a Non-PO Invoice section on our Non-PO Invoice webpage (<https://finance.uw.edu/ps/how-to-pay/nonpo>) for requirements and best practices for submitting Non-PO Invoice payment requests.

If you have a quote or estimate for an item your department is wanting to purchase, you can use either a Requisition for a Non-Catalog Purchase Order or if the supplier is an Ariba Network supplier, a Contract Request for a Blanket Purchase Order.

Check out our How to Buy webpage (<https://finance.uw.edu/ps/how-to-buy>) for general information on purchasing and links to more specific webpages such as Non-Catalog Purchase Orders (<https://finance.uw.edu/ps/how-to-buy/ariba/non-catalog-purchase-orders>) and Blanket Purchase Orders (<https://finance.uw.edu/ps/how-to-buy/ariba/blanket-purchase-orders>).

Dear PCS,

The MyFD Encumbrances & Open Balances report is showing a \$1.00 encumbrance from 2017 on my budget. How do I have it removed?

Dear Curious,

Below is the link to the Grant & Contract Accounting Encumbrances and Open Balances website for your review.

(<https://finance.uw.edu/gca/resources/encumbrances-and-open-balances>)

There is a list of the encumbrance types and who you should contact to request liquidation.

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

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

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