

Procurement Services

Campus News & Information



October 2019

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DON'T FORGET ABOUT DES!

Washington State requires all employees whose jobs include procurement-related duties to fulfill state training requirements per RCW 39.26.110. Please see the page 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 DES on the page below.

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 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.



CONTRACTS AT WORK SAVING MONEY

We are always delighted to hear about success stories of campus saving money through contracts. Recently, we heard from Eileen about how they helped her save money on a purchase.

“A *huge* shout out to your team for listening to requests and following up with training webinars! I want to share a related success with you.

I participated in the 10/02/19 Buying from Contracts webinar and found it both interesting and helpful. Two short days later, our administrator asked me to order 20 chairs from Amazon. (Background - this is a project that staff had been working on for several weeks.)

Because of what I learned in the Contracts webinar, I searched for our furniture contract and initiated the order through our vendor. The contract price saved the department \$1,815!”

The Procurement Services Training Team hopes the training webcasts continue to be informative and helpful to all viewers.

A NEW CONTRACT FOR OFFICE DEPOT

Announcing a new contract for Office Depot office supplies that went live with the online catalog on July 1, 2019.

Please note that Office Depot also has facilities/breakroom supplies on contract.

For questions about office supplies, our account manager is Tom Burns 425-922-8078 thomas.burns@officedepot.com

For questions about facilities/break room, our account manager is Cindy Tsuei 253-872-1711 Cindy.Tsuei@officedepot.com

Furniture from Office Depot:

Meet Kurt Heintz, Business Development Manager with Office Depot’s Furniture Division, Workspace Interiors:

Kurt has over thirty-five years of contract furniture experience spanning global marketplaces & international locations from Chicago, San Francisco, Silicon Valley

and now Seattle. His experience in the various facets of the industry gives him the ability to take a consultative approach. He is an advocate for his clients and works hard to ensure that they have the right products and services in place to create the environment and culture they want to achieve.

To learn more about Workspace Interiors' complete capabilities, contact Kurt or click the link below.

Kurt Heintz, Business Development

[Manager | Kurt.Heintz@workspaceinteriorsod.com](mailto:Kurt.Heintz@workspaceinteriorsod.com) | 415.378.9578

<https://www.workspaceinteriorsod.com/services/>

ADDGENE ORDERS MUST BE PLACED USING PROCARD

Effective immediately, please use only your ProCard to place orders with Addgene through their website at <https://www.addgene.org/>. This supplier does not accept orders through Ariba or by email, fax or phone.

To place Addgene orders:

- Login to your Addgene account at <https://www.addgene.org/users/login/>.
- If you need to create an account, you can register at: <http://www.addgene.org/users/register>
- Find the items you need in their online catalog at <https://www.addgene.org/users/register> and add them to your cart
- During the checkout process, choose the option to pay by credit card and enter your ProCard information

IMPORTANT: All ProCard purchases are subject to the ProCard purchasing policies and procedures described on the Procurement Services website at:

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



WEBCAST TRAINING SERIES

Coming in October:

- **Report Options – 10/30/2019 from 10am to 11am.**

- Learn more about:
 - Ariba Reports
 - Procurement Desktop Reports (PDR)
 - BI Portal options associated with Procurement
- For more details about this webcast, click: <https://finance.uw.edu/ps/resources/training-and-tutorials/ariba>

Coming Soon:

- Payment to Individuals (P2I)
- Creating a Blanket Purchase Order (BPO)

The training topics are the result of campus feedback we gathered in May.

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>.

COMING SOON – NEW PCS PHONE HOURS

To better serve campus and align our hours with the other Procurement Services campus support teams, the PCS Help team is changing our phone hours to 9:00 AM to 4:00 PM. During the lunch hour, PCS will have limited staff available, and you may leave a message and we will return your call as soon as possible. Please use the Procurement Services website <https://finance.uw.edu/ps/> for guidance, and our Tutorials webpage as a training resource:

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

Q & A

DEAR PCS,

I paid a photography company for services on behalf of my department. When I try to create a reimbursement the account code 02-99 is not an option. I am puzzled!

Dear Puzzled,

Personal Service account codes are not available in the reimbursement application, because payments for personal services are subject to 1099-MISC reporting, and therefore must go through the invoicing process. Please review our Reimbursement web page <https://finance.uw.edu/ps/how-to-pay/reimbursements> and familiarize yourself with the “What is NOT allowed on eReimbursement” guide, which includes personal service payments as not allowed. Remember that reimbursements should be for rare occasions and the use of personal funds to make a UW purchase must have prior approval of your department.



Dear, PCS,

Are there items that cannot be paid for using Non-PO Invoice?

Dear Curious,

Great question! Please review our Exception Items webpage:

<https://finance.uw.edu/ps/how-to-buy/exception-items>. The categories listed require either a PO or a Blanket Purchase Order (BPO); Non-PO is not allowed for these purchases.

[PROCUREMENT SERVICES](#)

[ARIBA BUYING](#)

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

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

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