Ariba Enhancements
Coming August 18, 2017!

Webcast
8/2/17
What is changing?

For Requisitions (Non-Catalog Orders) and Contract Requests (BPOs) Over the Direct Buy Limit:

• “What is this request for” dropdown menu updated
• New question: “What is the basis for this supplier selection?”
• Sole source information has been simplified for ease to campus

For Requisitions (Non-Catalog Orders), Contract Requests (BPOs) and Non-PO Invoice

• New question regarding foreign suppliers located in sanctioned countries
• New question for federal contracts/budgets (non-Subaward) related to independent contractors

New Links coming to the Supplier Search PDR
Why are we making these changes?

- Better classification of orders over the Direct Buy Limit
- Simplify the Sole Source justification required for campus
- Increase compliance in other areas of purchasing
- Ensure the UW isn’t doing business with federally sanctioned countries
Let’s review these changes

We will start with the enhancements to requisitions (Non-Catalog Orders) and contract requests (BPOs) over the Direct Buy Limit.

It’s not just sole source anymore!
“What is this order for dropdown” Menu Update

Menu options are reducing.

Why? To simplify the selection process and reduce confusion.

Before 8/18: Goods, Services, Goods and Services and IT Goods and/or Services

After 8/18: Goods and Services and Consulting
Ariba Order Approval Flow

Purchasing roles in the Approval Flow
New Question Added!
“What is the basis for supplier selection?”

Five options to choose from. Each option will require additional follow up questions.

This will allow you to refine what kind of order is being submitted.

Let’s see each one!
Sole Source Simplified

Before 8/18:

This order has a Sole Source Justification (check all that apply):

- One-of-a-kind: □
- Unique to Requirement: □
- Cost Effective: □
- Past Performance: □
- Special Circumstances: □
- Time Constraints: □
- Geographic Location: □
- Continuity of Research: □

Enter additional justification to qualify for sole source purchase:

After 8/18: Enter thorough justification in the open box below. If an attachment is added, enter “See attachment” in the open box as well. No more checkboxes.

What is the basis for Supplier selection?

Sole Source:

Enter sole source justification:

For more information visit HERE.
Existing Contract

New Option: Existing Contract.

Provide the contract ID # in the box provided, meaning the number from the Contract Database or the GPO contract number or state Contract number etc.

Then, select the source of the contract from the dropdown menu.
Competitive Solicitation

**New option**: Competitive Solicitation

If the supplier was chosen as the result of a bid or informal/formal solicitation, specify how it was conducted using the follow-up questions.
Supplier named in grant (non-Federal)

New Option: Supplier named in a Grant (non-Federal)?

If Yes, attach a copy of the grant page naming that specific supplier.

If No, you will need to fill out sole source information.
Supplier named in non-federal grant or contract

**New Option**: Supplier named in a federal grant or contract?

If Yes, attach a copy of the grant page naming that specific supplier.

<table>
<thead>
<tr>
<th>What is the basis for Supplier selection?</th>
<th>Supplier named in a Federal Grant or Contract</th>
<th>For more information visit <a href="#">HERE</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier named in a Federal Grant or Contract:</td>
<td>Yes ☐ No ☐</td>
<td>Has the supplier been named specifically in the Federal Grant or Contract?</td>
</tr>
</tbody>
</table>

Please attach a copy of the Federal Grant or Contract page naming the specific supplier.

If No, you will need to fill out sole source information.

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**Sole Source:**

Enter sole source justification:

For more information visit [HERE](#).
We will now review enhancements that impact:

- Non-PO Invoice
- Requisitions (Non-Catalog Orders)
- Contract Requests (BPO)
New Question Added!
Independent Contractor Services for Federal Contracts

Why? This is for compliance based on a new law.

If the funding source you are using is a Federal Contract and it is not a Subaward (Funding source from Ariba shown below)…. regardless of the PO/Invoice amount, a new question will be required. “Does the total value of the Federal Contract exceed $500,000?"
If you answer **Yes**, the follow up question will verify if any services are being provided by an independent contractor.

If the answer is **Yes**, verify “I have sent the required written notification to the independent contractor.”
New Foreign Supplier Question!

**New Question**: Is the supplier located in a federally sanctioned country?
How do I check if a country is sanctioned?

Check the Sanctioned Country webpage managed by US Treasury:

The link can also be found on the Foreign Purchasing page:

(https://finance.uw.edu/ps/how-buy/foreign-supplier-purchasing)

The sanctioned countries list should be checked before agreeing to do business with foreign entities.
Supplier Search PDR Update Coming!

The Supplier Search PDR will also be updated to provide a link directly to the foreign purchasing page and domestic supplier registration page for easy access to check required registration information.

Look for it at the top section in August!
What Action Do You Need To Take?

**Submit** all transactions impacted by these changes (Non-PO Invoice, Requisitions and Contract Requests) by 8/17.

If still in Composing status by 8/18, you will need to complete edits relating to the new and updated fields before submitting for approval.
Resources

Contracts:
http://finance.uw.edu/ps/how-to-buy/buying-from-uw-contracts

Updated (by 8/18) BPO and Non-Catalog eLearnings:
http://finance.uw.edu/ps/resources/training/tutorials

Foreign Purchasing page:
https://finance.uw.edu/ps/how-buy/foreign-supplier-purchasing

Sole Source:
https://finance.uw.edu/ps/how-buy/sole-source-purchasing

How to Buy (more information being added soon!)
https://finance.uw.edu/ps/how-to-buy
Any Questions?