



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

PLEASE NOTE THAT NOT ALL TOPICS IN THIS NEWSLETTER APPLY UNIVERSALLY ACROSS ALL UW DEPARTMENTS AND MEDICAL CENTERS. ALWAYS FOLLOW YOUR OWN DEPARTMENT POLICIES.

August 25, 2016

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Contact Us

Customer Service:
pcshelp@uw.edu

What's New in ARIBA

Changes to ARIBA on Friday 8/26/2016

During the past several weeks, Procurement Services, PS-IT and the UW-IT teams have been testing several changes in ARIBA. The updates that will be released on the 26th include a variety of new features and system enhancements:

- **Comments in Contract Requests Have Changed**

Comments in Contract Requests now more closely match Comments in Requisitions and have a "Visible to Supplier" checkbox. Previously, Contract Requests had a separate field for "Internal comments only" and other notes entered in the Comments field were always visible to the supplier. Now, when adding a comment, you must check the Visible to Supplier checkbox for the supplier to receive your Comments. For comments or notes that need to remain internal only, leave the Visible to Supplier checkbox unchecked. Internal Comments that were entered before the change will still be displayed in the Historical Internal Comment field, but will not be editable.

- **New Search Options for Contract Requests (CRs) and Contracts (BPOs)**

The Search options for Contract Requests (CRs) and Contracts (BPOs) have been expanded. You can now search by UW Budgets and Org codes as well as Task, Option and Project codes. You can

find these new options by selecting Search, then choose either Contract or Contract Request to access your Search Filters box. In the Search Filters box, click on the Search Options link in the upper right corner, then simply click on each new option to place a check mark next to it:

- UW Budget
- UW Option
- UW OrgCode
- UW Project
- UW Task

- **My Documents List Will Show 60-Day History**

Your My Documents list on your ARIBA Dashboard will now show transactions only from the past 60 days. This makes the list of previous transactions shorter, and easier to find recent purchases or payments. Transactions that are older than 60 days will still be available by clicking View More link in the lower right corner of the My Documents box.

- **Closed BPOs Showing a Processed Status**

When some partially invoiced BPOs were closed, the BPO was reflecting a "Processed" status rather than "Closed." This issue affected a small number of BPOs, and has been resolved and future changes to close BPOs will reflect a final status of Closed. This enhancement will not retroactively correct any closed BPOs currently showing a Processed status.

- **Line-Item Credit Memo Button**

A new feature is being explored called Line-Item Credit Memos, but UW is not using this feature yet. The button is not currently functional. The feature will allow you to enter information, but not Submit. Instead, you will encounter an error message and you will have to Exit and select Delete.

Don't Get Hooked by Phishing Scams

We've been receiving a lot more phishing emails lately. The reason? People continue to be fooled and give away their account passwords. **DON'T GET HOOKED!**

How Phishing works:

- 1) A hacker sends you an email that LOOKS LIKE it's from your bank, the UW, etc. announcing something urgent like "Your account is about to be deleted" and instructing you to click a link to restore service.
- 2) You click the link and are taken to a website that LOOKS LIKE a familiar login screen (but it's not).

- 3) You enter your login and password, which the hackers grab and use to login to your account to create more havoc.

How to prevent this from happening:

- If you're suspicious about an email, ask your IT professional for guidance BEFORE you take any action.
- You can hover over (don't click on) a link in your desktop mail program to see where the link actually goes.
- You can press and hold the link in iOS (iPad, iPhone) to see where the link actually goes.
- If the email says it's URGENT (ie: Your account is about to be deleted), it's probably a phish.
- The UW will NEVER send you links in email asking you to login to a site.
- If you "CATCH" a phish, forward it as an attachment to help@uw.edu.
- If you get hooked and give away your login/password, inform help@uw.edu and then change your password immediately.

Save the date for the 2016 SustainableUW Festival

The annual SustainableUW Festival celebrates sustainability efforts at the University of Washington, highlighting the amount and breadth of contributions and leadership efforts across campus as well as providing opportunities for students, faculty and staff to get involved. This year's SustainableUW Festival is scheduled for Oct. 17-23 with the centerpiece Sustainability Exhibitor Fair event on Tuesday, Oct. 18, in the HUB Ballroom from 11 a.m. to 2 p.m.

UW Sustainability partners with departments, student groups and organizations to present events across all three University of Washington campuses during the festival, and throughout the entire month of October - National Campus Sustainability Month. Some of the festival highlights presented by UW Sustainability will include the Husky Highlight, Sustainability Careers Meet & Greet, and the popular Sustainable Exhibitor Fair. We invite anyone on campus to create an event during the festival or to let us know about already-planned events to include on the festival calendar.

If you are interested in tabling at the exhibitor fair, adding an event to the festival calendar or learning how else you can get involved, contact Toren Elste at tee10@uw.edu

Diverse Supplier Spotlight

Woodburn Company

For over 50 years, this locally owned office supply/print services company has excelled in providing the latest copier/printer services, enhancing the capability of paper/electronic document work flow, supplying the latest

technology, and providing superb customer service. Being a locally owned business, Woodburn Company places great emphasis on the customer experience—the customer’s needs are always their number one priority. Their commitment to customer service and environmental sustainability makes Woodburn Company an exceptional business partner.

To learn more about what the Woodburn Company can do for you, visit their [website](#) or contact:

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