



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.

May 18, 2017

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HEADLINE NEWS

Reminder: 2015/2017 Biennium Close is June 30, 2017

The 2015/2017 Biennium Close [website](#) lists the activities and cut-off dates to ensure all expenditures and revenue are recorded to the appropriate budgets for the closing biennium year. The 2015/2017 biennium will close on June 30, 2017; however, the University's books of account will be held open for a limited time during the month of July to record transactions processed after June 30th relating to business of expiring biennium year.

Things to know:

- > Biennium Close will be more complex than in prior years due to the timing of Workday go-live. For more information and important cutover dates please see the [HR-Payroll Change Network site](#). Additional information about Workday is also available at <http://www.myworkday.uw.edu>.
- > If you receive an email from Procurement Services regarding the need to "Receive," be sure to take action as soon as possible. If you need assistance with the receiving function, please visit the ARIBA Receiving [webpage](#).
- > June 19th will be the first cut-off date for biennium close activities. Please visit the cut-off [calendar](#) for details.

Sustainability Metrics

[ARIBA Buying Portal](#)

[Newsletter Archive](#)

Contact Us

Customer Service:

pcshelp@uw.edu

This video showcases the array and breadth of sustainability here at the University of Washington. We are all connected through sustainability in some way and when we all work together we can make an even greater contribution to sustainability on campus.

<https://youtu.be/nn0JVwL7vrY>

What's New in ARIBA

Coming Soon!

A new contract review process is coming in June! Procurement Services is pleased to announce two new Ariba contract review enhancements. The first is the creation of a new Contract Review form and the second will allow campus departments to route contracts for buyer review when submitting Requisitions or Contract Requests for orders below the Direct Buy Limit (currently \$10,000). Both will provide a streamlined contract review process for our campus customers. We'll provide further communication and training within the next few weeks.

Procurement Customer Service Help

Ever been on a roll when you had to slam on the brakes? In this month's Dear PCS, we look at solutions to issues that can help get you back in action.

Dear PCS Help,

The Card Limit Increase I submitted was denied. I replied five days ago requesting clarification and have not received a response.

Dear Waiting for a Response,

The Comments section does not generate an email when you click Reply. It should not be used to communicate with Central Office unless you edit and resubmit the request.

If you need clarification of what action is needed, email or call the person listed as denying the request. Be sure to reference the Card Limit Increase transaction number (WLI, INV etc.) in your communication.

Dear PCS Help,

Oh boy I really messed up. I am not able to log into my Ariba account! I receive the following big red error message when I enter my UWNet ID and password: **"Maximum login attempts exceeded. Account for user "UWNetID" has been disabled. Contact your administrator for assistance.** Can you help? I need to order something ASAP.

Dear Locked Out,

It looks like you have been locked out of your account. Not to worry. We can help.

What you need to do is:

- 1.) Send a screenshot of the error message
- 2.) Email it to: pcshelp@uw.edu
- 3.) Title your subject line "ARIBA LOCKOUT"

We will get on it right away.

Dear PCS Help,

I have an error message on my Non-Catalog Requisition, but nothing is highlighted. I have also seen this error message occur with some of my Contract Requests and Non-PO Invoice applications. How do I locate the error?

Dear Unknown Error,

The quickest way to find the error is to view the Approval Flow tab. This will tell you what needs to be corrected. The usual culprit is too many characters in the Description line (maximum 240 characters) or the Supplier Part number (max. 26 characters).

We hope you enjoyed this edition of Dear PCS Help. As always, feel free to shoot us an email at pcshelp@uw.edu or call us at 206-543-4500.

Supplier News

Business Diversity Program

Creative House Branding

Based in the heart of Seattle, Creative House Branding (CHB) combines creative ideas, business intelligence, and manufacturing freedom to deliver a sales-ready product to their customers. Since launching their business in 2011, CHB has built a strong team that has worked with several Fortune 500 accounts. CHB offers a diverse set of services including brand merchandising, e-commerce solutions, and creative services. Whether you have an existing brand, are just starting out, or would like to refresh your look, CHB encompasses the expertise and enthusiasm required to realize your vision.

To learn more about Creative House Branding, visit the [official website](#) or contact Brent Volle, brent@chbranding.com / 888-300-4546.

Recently Moved and Combined Catalogs

Purchasing items through a catalog supplier comes with benefits such as better pricing, guaranteed shipments, and protections as outlined within suppliers' UW contracts. There are a few things to keep in mind when procuring items, for example, some suppliers have products within other catalogs. What does that mean for you? More easily-placed Catalog orders and less time creating Non-Catalog orders.

- **R&D Systems products are available via the Fisher Scientific catalog.** R&D Systems (Supplier # 131760) will no longer be available as of June 30.

- **Affymetrix** has been acquired by Thermo Fisher Scientific. Their products are available via the **Life Tech (Invitrogen) catalog**.
- **Mettler Toledo and Rainin** share a supplier number, but operate as separate companies.
 - **Rainin pipette products** should be purchased through the **Rainin Instrument catalog** (#279651-01).
 - Mettler Toledo does not have a catalog featured in Ariba for **scales, balances, and instruments**. To order these:
 - Check the Fisher Scientific, VWR and Medline catalogs for Mettler Toledo instruments first.
 - Create a Non-Catalog PO or a BPO using **Mettler Toledo** (#279651-03 - Mettler 1900 Polaris Parkway address), especially if you have a quote directly from Mettler Toledo.

If you have any questions, please reach out to the Contract Manager for these companies, Kassy Ellefson or PCSHelp at PCSHelp@uw.edu. Supplier contacts for each company are listed in [UW Contracts](#).

Paper Reduction at UW



The UW Committee for Paper Reduction has created a [video](#) with information on reducing paper use featuring many people from across UW.

For more information on paper reduction efforts at UW, visit:

<https://green.uw.edu/paper-reduction>

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