



# 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.

September 22, 2016

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### Quick Links

[Procurement Services Website](#)  
[Ariba Buying Portal](#)

### HEADLINE NEWS

#### Update on PS Website

The request forms on the Procurement Services website have been restored. If you continue to have difficulties accessing forms, please take the following actions:

- Clear your browser's cache. Instructions can be found [here](#).
- Close your browser and start a new session
- Restart your computer

If the problem persists after taking these actions, please email [pcshelp@uw.edu](mailto:pcshelp@uw.edu) with your NetID and a screenshot of the error you are receiving.

### What's New in ARIBA

#### Ad Hoc Approver Tips and Best Practices

An ad hoc approver/watcher is a one-time approval added manually to a single document's approval flow.

Here are some important facts and tips about ad hoc approvals:

- Intended for one-time addition-otherwise your department's ASTRA roles should be updated.
- Ad hoc approvers will remain on the approval flow if the document is modified (e.g., a new version of a BPO will contain the same

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approvals, including ad hoc approvers, when going through approvals for the newest version).

- Receipts should not have ad hoc approvers/watchers – update your department’s ASTRA roles to route receipts correctly for the entire BPO.
- Does not override or replace current approval roles in ASTRA; only adds an extra approver.
- Ad hocs cannot be added once all approvals on the approval flow have been made (once the document is fully approved).
- Delegate authority within ARIBA when going on vacation since ad hoc roles are not a shared role. To delegate authority, click on the Preferences tab and then select Delegate Authority and then the person and dates.
- A user is automatically added as a watcher in the following cases:
  - Any time a document is created on behalf of someone, the “on behalf of” is automatically a watcher.
  - When the preparer and contact are not the same person, the contact is automatically a watcher.
- When adding an ad hoc watcher, the first two successive approvers cannot both be watchers. If an ad hoc watcher is needed, you must add in parallel.
- You must already be on the approval flow to add an ad hoc to a document’s approval flow.
- The person who added an ad hoc is the only one who can remove it.
- To add an ad hoc approver/watcher, click on the approval flow tab and click “Add approver,” and follow the instructions (Note: this cannot be done after the document is fully approved).
- To remove an ad hoc approver/watcher, click on the approval flow tab and click “Delete Approver,” select the ad hoc, and click “Ok” (Note: the person who added the ad hoc is the only one who can remove it, and an ad hoc cannot be removed after the document is fully approved).

## 2016 SustainableUW Festival

The annual SustainableUW Festival celebrates sustainability efforts at the University of Washington, highlighting contributions and leadership efforts across campus as well as providing opportunities for students, faculty and staff to get involved. The festival features dozens of events across all UW campuses hosted by many departments, student organizations and other groups. See some of the top highlights below, and visit the [website](#) for the full festival calendar.

### Festival Highlights

#### **Huskies for Humanity with Global Health**

Monday, October 17 , 3:30-5 p.m.

Walker Ames and Kane Hall

Changing Global Health Ecosystems: Humans, Animals and the Environment panel discussion.

Panelists include:

- Heather Fowler, VMD, MPH, PhD, Associate Director, Veterinary Medicine, Center for One Health, University of Washington
- Kakuta Maimai, MA, Founder and Managing Director of the Maasai Association
- Cory Morin, MD, PhD, Faculty, Center for Health and the Global Environment (CHANGE), University of Washington

### **Sustainability Exhibitor Fair**

Tuesday, October 18, 11 a.m.-2 p.m.  
HUB Ballroom

Come explore sustainable exhibitors, grab some snacks, play a game or enjoy entertainment from Furmata Acapella and the Dawg Squad hip hop dance team, UW Indian Dance Team, and the Filipino and Polynesian dance squads.

### **Sustainability Careers Meet & Greet**

Wednesday, October 19, 3:30-5 p.m.  
ALC Odegaard Library 141

Learn more about careers in sustainability from Microsoft, King County Public Health, Path (nonprofit) and the UW College of the Environment.

### **Husky Highlight – Jiko Power**

Thursday, October 20  
Deloitte Commons, Paccar Hall

The UW student team behind Jiko Power will talk about their experience starting their company and winning the 2015 Alaska Airlines Environmental Innovation Challenge (EIC) and the 2016 Foster School Business Plan Competition which earned them \$50,000 in prize money.

### **Sustainability Office Open House**

Friday, October 21, 11:30 a.m. – 1 p.m.  
Gerberding B40

Stop by to learn more about our office and current sustainability projects at UW, and test drive an electric bike!

## **New ARIBA Catalog Suppliers**

### **Medline**

Medline is the largest privately held manufacturer and distributor of healthcare supplies in the U.S. They offer a wide variety of products, serving the medical/surgical and life science industries. Along with a strong commitment to social responsibility and the environment they offer competitive pricing and next day delivery.

To learn more about Medline's capabilities and products contact:

Joe Abbott Regional Account Manager  
jabbott@medline.com  
206-412-2198



### **NeweggBusiness**

Newegg Business is a leading provider of a full range of IT products and solutions, and has launched a punch-out catalog in ARIBA. To learn more about their products and capabilities, or for volume discounts on large orders, please contact:

Stacey Jouglet  
Account Executive  
Stacey.S.Jouglet@neweggbusiness.com  
626-271-1321 Ext. 24570



### **Records Management – What Not to Print Video**

Wondering how to save paper but retain your records? Enjoy this helpful [video](#) about “What Not to Print” – a collaboration between Records Management and the University’s Paper Reduction Committee. For more information on the University’s paper reduction efforts, please visit the [website](#).



### **Cybersecurity Awareness Month - October**

In observance of Cybersecurity Awareness Month, the UW Office of the Chief Information Security Officer (CISO) will host a series of security and privacy-related presentations in October.

Raymond Hsu, Assistant Director of UW Procurement Services will co-present “Fast and Flexible Data Privacy Risk Analysis” with William Li, Senior Information Security Consultant on October 6th. For more information on Cybersecurity Awareness Month activities, visit the Office of the CISO events [page](#).

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<http://f2.washington.edu/fm/ps/home/communications-and-outreach>



