



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.

July 20, 2017

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HEADLINE NEWS

2015/2017 Biennium Close – Final July Cut-off Dates

The 2015-2017 Biennium Close is almost complete. Our [Biennium Close website](#) includes final activities and [cut-off dates](#) to ensure expenditures and revenue have been recorded appropriately for the closing biennium.

Upcoming Final July Cut-Off Dates

Monday, July 24 - LAST DAY for campus to submit the following:

- MyFD Expense Transfers (4 p.m. cutoff)
- Final Adjusting Journal Vouchers (JV) (Noon cutoff)
- Final Adjusting Cash Transmittals (CT) (Noon cutoff)
- FASTER Uploads (6:30 p.m. cutoff)

Wednesday, July 26 - DEAN'S DAY - Deans & VPs only may submit the following:

- MyFD Expense Transfers (4 p.m. cutoff)
- Final Adjusting Journal Vouchers (JV) (Noon cutoff)

If you have any questions, please contact Procurement Customer Service at pcshelp@uw.edu.

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- New Contract with Woodburn
- New On-Campus Contact for Dell

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Quick Links

[Procurement Services Website](#)

[ARIBA Buying Portal](#)

[Newsletter Archive](#)

Contact Us

Customer Service:

pcshelp@uw.edu

REMINDER: UW Amazon Business Account Free two-Day Shipping

UW Procurement Services wants to remind our campus customers that as of May 18, users of Amazon Business under the **UW Master Account** can now enjoy 12 months of FREE Two-Day shipping on [eligible items](#) as a part of a beta program with Amazon. This means that during the 12-month beta period, users under the UW Amazon Business account will no longer have to meet the \$49 minimum ordering requirement in order to qualify for the free two-day shipping for eligible items.

Amazon Business allows you take advantage of Amazon's simple purchasing process, wide selection and competitive prices. To join the UW's official Amazon Business account, please contact Ray Hsu at: rayhsu@uw.edu and provide him with the following information:

- Name of your group
- Name and email address of the person who will be the [Administrator](#) in your group; you can have more than one Administrator for a group.
- Names and email addresses of other users to be added to your group and their roles (Requisitioner or Administrator or both).

For more information about the UW Amazon Business Account, go to: finance.uw.edu/ps/amazon-business.

Save the Date: SustainableUW Festival 2017!

Mark your calendar for this year's SustainableUW festival. Events will be happening throughout the month of October and will culminate in our SustainableUW exhibitor fair on October 25, from 11 a.m. - 2 p.m. in wəłəbʔaltx^w – Intellectual House. This event showcases sustainable exhibitors, UW departments, student groups and RSO's. Sample sustainable food samples and learn about sustainability on the UW campus.

Information on this and other events during the festival will be posted at green.uw.edu/festival.

Summertime and Procurement Duties

Summer at the UW means vacation time. Here are ways to ensure that your department is covered when someone is out of the office.

To start, it's best to have at least two people in all of your ASTRA roles. Having at least two people will ensure that none of your orders get stuck waiting for approvals in the event that one of them is out of town. For more information on ARIBA Roles and Authorization that are controlled in ASTRA please see: finance.uw.edu/ps/resources/roles.

Contract Request Best Practices:

- If you prepare the Contract Request, change the Contact field default from yourself to another department member in order to ensure there are two people able to receive and edit the BPO.

- Add Edit Access users other than yourself and the Contact. Edit access users can change the BPO if both the Preparer and Contact are out of the office.
- If appropriate, set up Central Receivers for your Organization Code to allow additional staff the ability to receive.

Another option available in ARIBA for the various ASTRA approval roles is to delegate your authority. If you delegate your ARIBA approval authority, the designated staff can log in on your behalf in ARIBA and approve Requisitions, Contract Requests, Reimbursements, Expense Reports and Payments to Individual transactions for the time-period you set. If you are a Central Receiver or Receipt Approver your designated staff will also be able to perform those functions as well. Be sure if you delegate your authority that you let the designated staff know that you have given that role and exactly when they should use it. Please keep in mind that delegated authority means the permissions that user has will be in use by another department person and therefore should be assigned conservatively, and be limited in scope and duration to preserve separation of duties.

To learn how to delegate your authority, please see our [Tutorials](#) web page and watch the [Changing Preferences in ARIBA](#) tutorial.

New Lodging and Contract with Motif Hotel

Procurement would like to welcome Motif Hotel to our pool of contracted lodging and conference vendors! Located in the heart of downtown Seattle, Motif features 319 guest rooms and 22,000 square feet of event space, including Seattle's third largest ballroom.

For a full list of our contracted hotels, please visit the UW Contracts [webpage](#).

New Contract with Woodburn

The UW has partnered with Woodburn Company to support the University's commitment to energy and operational efficiency by offering multifunctional copiers and printers to campus departments not currently enrolled, or planning to enroll, in the University's Managed Print Program. Woodburn Company is a local minority owned small business headquartered in Everett and has been in business for 60 years in Washington, earning the 2015 Northwest Minority Supplier Development Council Supplier of the Year. The University is pleased to add Woodburn as an approved University contract supplier. Orders can be placed using an ARIBA BPO (vendor #217094-01) or with a departmental ProCard referencing UW Contract: UW-NASPO-DES00215.

Woodburn's print and copier services include site assessments, sustainable equipment, service, supplies, and streamlined reporting & billing.

For questions or to learn more about how your department can work with Woodburn, please email uw@woodburnco.com or contact Dan Beary at 425.877.7240.

New On-Campus Contact for Dell

Bill Koehler, Account Executive
bill.koeher@dell.com |425.985.9585

Bill is supported by:

Dee Dee Ramirez, Inside Account Manager
Deedee.ramirez@dell.com|512.513.9370

What's New in ARIBA

Coming Soon!

Procurement Services will release new ARIBA enhancements in mid-August. These changes will refine how orders over the direct buy limit are categorized, to include contracted, competitively bid and other order types, in addition to sole source purchases. Goods and services categories have been simplified, while foreign and federal contract purchasing have been modified to ensure compliance. We hope that you're as excited about the upcoming changes as we are!

Interested in more information? Register for our [webcast](#) on August 2 and stay tuned for upcoming newsletters.

Procurement Customer Service Help

Summer is a great time of the year with beautiful weather and vacations. Here are some helpful questions and answers that can help ensure your department is set up for success while you are out of the office enjoying your time away.

Dear PCS Help,

The person that usually orders our supplies is out of the office on vacation. I need to place our standard Office Depot ARIBA order. How can I do that?

Dear Wanting to Order,

Please take a few moments to look at our ARIBA tutorials, in particular "How to Place an ARIBA Order". There are a lot of other helpful resources for beginners as well, so please see our self-study materials at any time by visiting the Tutorials page at finance.uw.edu/ps/resources/training/tutorials.

Dear PCS Help,

My Supervisor is about to leave on vacation and she is the only Approver in ASTRA for my budget. What can I do to help ensure that we don't get stuck in a bind?

Dear Needing to Approve,

It's best to have at least two people in all of your ASTRA roles. Having two people will ensure that none of your orders get stuck in the event that one of them is out of town. If that is not possible, then be sure your supervisor delegates their authority in ARIBA while they are gone to someone who is able to approve transactions in their absence.

Dear PCS Help,

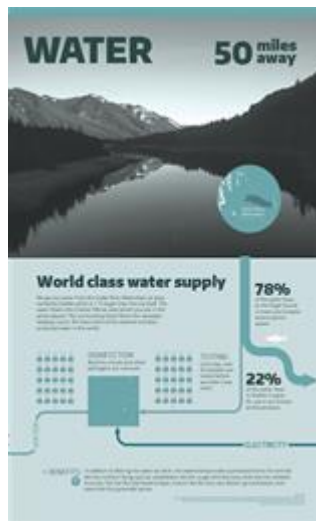
We are onboarding several new employees this summer. Are there any required trainings that they need to complete to ensure that they comply with procurement policies?

Dear Wanting to Comply,

Washington state requires all state employees whose jobs involve procurement duties to fulfill certain training requirements. Please see this [Training Assessment Guidelines](#) to give you an idea as to the amount of training your replacement may need in order to comply with the state regulation. Please keep in mind that this is intended to be our recommendation to campus, matching the appropriate training with the amount of time each employee performs Procurement Duties. Each department may require its employees to sign up for additional training as needed.

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

Utility Usage at UW



Check out posters that show how buildings on campus use utilities (water, electricity, steam, cooling, sewage). The story of our local utilities is both interesting and important to understand as we figure out how to move toward a more sustainable future. The display in each building will have a building-specific informational poster, along with a series of five posters detailing the source of the utilities used by the UW.

green.uw.edu/posters/buildings

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:

green.uw.edu/paper-reduction

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Procurement Services is a Division of Finance within University of Washington's Finance & Administration.

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

