



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 17, 2017

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HEADLINE NEWS

Ariba Enhancements Scheduled for 8/18!

What's New:

- Better classification of orders that exceed the Direct Buy Limit of \$10,000.
- Refining the basis for supplier selection to include contracted, competitively bid and grant-based selections, in addition to sole source.
- Simplifying the Sole Source justification process - No more checkboxes!
- Adding new questions for Foreign Supplier orders and Independent Contractors to ensure compliance with federal regulations.

What Action Do You Need to Take?

1. **Watch the recorded webcast "Ariba Enhancements Coming in August!"** finance.uw.edu/ps/resources/training-and-tutorials/ariba.
2. **Have all requests fully approved (including central office approvals) by 5 p.m. on 8/17/2017** if your Contract Request (CR), Requisition (S) or Non-PO Invoice (INV) includes any of the following:
 - Non-Contract supplier purchase over \$10,000
 - Federal funding source

- Dear PCS Help
- Utility Usage at the UW
- Paper Reduction at UW

Quick Links

[Procurement Services Website](#)

[ARIBA Buying Portal](#)

[Newsletter Archive](#)

Contact Us

Customer Service:

pcshelp@uw.edu

- Foreign supplier

Note: If your CR, Requisition or Non-PO Invoice is in Composing status on or after 8/18, please be sure to select the Edit button and answer the new questions that have been added with the enhancements prior to submitting.

Please email Procurement Customer Service at pcshelp@uw.edu or call 206-543-4500 if you have any questions. Thank you.

Green Certification Workshops!

Join us for Green Certification workshop September 6 from **12-12:30 p.m. in Gerberding Hall room G26.**

The Green Certification Workshop Wednesdays are held on the first Wednesday of each month. Everyone is welcome to join to learn more about our Green Office and Green Laboratory certification programs. We'll have a brief presentation, answer questions about the certification application, walk through available resources to help make your workplace more sustainable, and provide support for filling out the application.

UW Sustainability Awards

UW was recently ranked on the Princeton Review Green Honor Roll. green.uw.edu/news/uw-named-green-honor-roll-7th-straight-year

UW Medicine Hospitals won an environmental award.

green.uw.edu/news/uw-medicine-hospitals-win-environmental-awards-2017

Get Set Up For Success with Procurement

Did you know that the state of Washington requires all state employees whose jobs involve procurement duties to fulfill certain training requirements? Please see the [Training Assessment Guidelines](#) to give you an idea regarding training that you or your staff may need in order to comply with the state regulation. Each department may require its employees to sign up for additional training as needed. Please see our [Training Resources](#) for links to classroom trainings, self-study tutorials, and pre-recorded presentations. We also publish a monthly newsletter where we communicate important procurement changes and updates. To sign up, visit our [website](#).

What's New in Ariba

Coming Soon: A New Look to the Workpointe PunchOut Catalog

A modernized version of the Workpointe PunchOut Catalog is planned for release at the end of this summer. It will continue to support the ability to retrieve quotes and the navigation to the supplier in Ariba remains the same:

- Create **Requisition**
- Select **Workpointe** as the supplier
- Click **Buy from Supplier**

Stay tuned for more information and guidance as we get closer to the release. Below is a preview of the new homepage.

workpointe spaces that work. W Home

Welcome merrin@u.washington.edu

Cart: Cart123456789
Items in Cart: 0
Sub-Total: \$0.00
Go to Cart

Select another cart...

BROWSE FOR...

UW Standards

Home
Quotes
Standards
Inquiry
My Account
Contact us
Contract Information

STANDARDS QUOTES CONTACT US

CONTRACT INFORMATION

Knowledge that comes from experience.
With more than 35 years of experience, we know the best way to get things done and how to save you time and money. We ask the right questions, anticipate problems and deliver solutions.

Service that makes things right.
We're all about service and long-term relationships, rather than just making a sale. We know our reputation is on the line each day, that's why we stand behind our work and our products. Every project, every time.

Deliberately different in everything we do.
Our flexible framework allows us to adapt to the specific needs of our clients and provide the best outcome and most efficient purchasing structure. We're not afraid to think differently, try new things and stand out from the crowd.

New Reps for OpenSquare and Best Buy



Taylor O'Brien | Design Lead - Interior Designer
UW Contract CMS-UWIC-00070-SL

Work: 206-934-5974

I graduated with a degree in Interior Design from Ringling College of Art and Design in Sarasota, Florida. After college, I started work for a Steelcase dealership out of Tampa and spent 2-1/2 years creating innovative spaces for New Business clients.

In 2014, I transitioned to a design position at OpenSquare here in Seattle focusing on education and healthcare. My creativity is fueled by my passion to create a connection between environments and their users, while combining personality with functionality. In my spare time, I love to hike, take my Min Pin to the dog park and learn new creative hobbies. I am very excited to be a part of the UW team!



Stacie Anderson | Workspace Consultant

Cell: 206 245-6150 | **Work:** 206 768-1594

Stacie Anderson has recently joined OpenSquare as of January this year as a Workplace Consultant on the UW team. She joins us having spent the last few years at the Hawaii Steelcase dealership working with government sales. She brings knowledge and expertise in the industry and could not be more excited about helping UW! Her husband graduated from UW in 2008 so it has been a very fun transition to be on campus and working with a school they both love.

New Best Buy Account Manager

Chio Saechao, Strategic Account Manager
Cell: 503.857.8756 | Fax: 952.430.3798

Chiofou.saechao@bestbuy.com

Procurement Customer Service Help

With the Biennium behind us and the new academic year ahead, there is no better time to brush up on Procurement policies and procedures.

Dear PCS Help,

I have a contract that needs to be signed. Can our administrator do this for us or is that something that your office needs to do?

Dear Looking for a Sign,

If you have a Supplier asking for a signature on a quote or other contract documents, forward the request to Procurement Services via the Contract Review (RV) form or as an attachment to your Requisition/Contract Request. The Buying staff will review the document for compliance with the UW terms and conditions and determine whether or not it is appropriate to sign. Remember that campus departments, regardless of employee title, do NOT have the authority to sign any contractual documents. This includes quotes, maintenance/service agreements, reservations, etc. Please see our webpage on [Buying from a Contract](#) for more information.

Dear PCS Help,

I am getting ready to ship items via UPS. What do I do to ensure shipping invoices get paid?

Dear Wanting to Ship,

If your department has an existing UPS account, the account should be linked to a ProCard for automatic billing. If you ship a large volume of express mail packages (more than 15 per month) you can set up a ProCard Ghost Account. Please see details [here](#). If your department does not have an express mail account established, then use [UW Mailing Services](#) which have several locations across campus, or take advantage of the nearest express mail locations on or around the University district, such as Mail Etc. and FedEx Office.

Dear PCS Help,

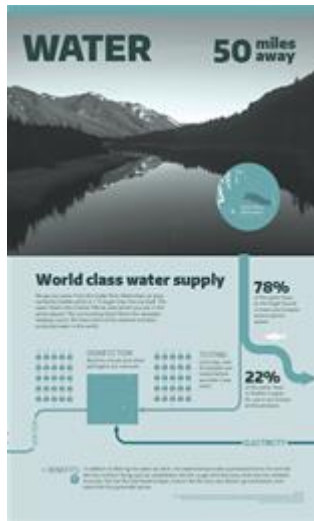
With the recent changes to the Contract Review process, I am looking for an online resource I can share with my staff. Where can I find that information?

Dear Look Here,

Please see our How to Buy and [Buying from a Contract](#) webpages. Specifically, take a look at the directions for [How to Submit a Contract](#) which outlines the Ariba module to use for your purchase. Watch the recorded training Webcast or review the PowerPoint presentation slides on our [Ariba Training](#) webpage under Webcast Recording 6/5/17.

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>

