W UNIVERSITY *of* WASHINGTON

Procurement Services
Campus News & Information

April 2020

DON'T FORGET ABOUT DES!

Washington State requires all employees whose jobs include procurement-related duties to fulfill state training requirements per RCW 39.26.110. Please see the page below to determine the exact courses and timeframe that employees need to follow within your department/school. You can also sign up for email and text updates from DES on the page below.

DES site:

https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development

Once you have determined the courses that your department/school must keep on file, your department/school will need to designate a UW employee to coordinate DES access with the State. Your department/school's designated employee will email DES to have the appropriate staff gain access onto the DES training site as needed. For more information or clarification on any state training requirements and processes, please reach out to DES directly per their website.

HUSKY OnNET VPN

Did you know that when working remotely you need to be logged in to your computer using Husky OnNet secure VPN: https://itconnect.uw.edu/connect/uw-networks/about-husky-onnet/ to access certain Procurement systems, reports or forms. You must log in with your UW NetID using the NetID domain, other domains will not work, such as "UWB\" for Bothell or "apl.uw.edu."

Not being on the secure VPN will give you error messages when trying to access reports in Procurement Desktop Reports (PDR), the UW Contract Search report and the Supplier Search Report. It can also restrict your access to Ariba and the supporting documents contained in Ariba.

RECORDED WEBCAST TRAININGS

If you missed any of the recent webcasts, including Supplier Onboarding that took place on 3/24/2020, you can watch the recorded versions at the link below:

https://finance.uw.edu/ps/resources/training-and-tutorials/ariba

PROCUREMENT SERVICES   **ARIBA BUYING**

UPDATE YOUR SUBSCRIPTIONS | UNSUBSCRIBE | VIEW THIS MESSAGE ONLINE