

Procurement Services

Campus News & Information



April 2022

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INSURANCE REQUIREMENTS FOR AIR CHARTERS UPDATED AS FOLLOWS:

- Charters carrying two or less UW students, staff, and/or faculty: \$3 Million Combined Single Limit insurance coverage with no less than \$1 Million per passenger limit (CSL increased from \$1M).
- Charters carrying 10 or less UW students, staff, and/or faculty: \$50 Million Combined Single Limit insurance coverage with no less than \$1 Million per passenger limit (CSL increased from \$25M).
- Charters carrying more than 10 UW students, staff, and/or faculty: \$100 Million Combined Single Limit Insurance coverage with no less than \$1 Million per passenger limit (new category).

Our [webpage](#) has been updated to reflect these increases.

MAY 2022 "ASK US ANYTHING ABOUT PURCHASING!" WEBINAR

Join our free-form monthly Zoom sessions to learn and ask questions about Contracting, Sourcing, and Purchasing processes. Our lead off topics are

discussion starters, but we really want to focus on your questions. We meet the third Thursday of every month from 1-2pm.

On May 19, 2022, our conversation starter will be: *Paying Your Bills: Receiving and Managing Open Balances*

Our teammates from Procurement Customer Service will be discussing crucial information about receiving and managing open balances – which will be even more critical for the upcoming Workday transition.

Registration links are updated here:

<https://finance.uw.edu/ps/upcoming-events>

Please let us know if there is a topic you'd like us to address at an upcoming session by sending us an email: Lynn Magill lmagill@uw.edu.

SUPPLIER DIVERSITY NEWS

To support the University's commitment to supplier diversity and sustainability, Procurement Services provides internship positions to two UW students. The students work on a variety of projects associated with procurement and sustainability, while continuing to focus on their degree programs.

Meet Current Intern, Lloyd Dees, Candidate, Master of Science in Entrepreneurship, Foster School of Business. Lloyd and team Ultropia are unstoppable! Just a day after winning two awards in the Environmental Innovation Challenge (EIC), the UW team won the \$100,000 grand prize at MIT's Climate and Energy Prize Competition for their work on a low-energy laundry technology.





Lloyd is on the far right in the orange shirt

Their prototype uses ultrasonic energy to clean and dry clothing, significantly reducing energy consumption and making washer-dryer technology more broadly, accessible. Judges were impressed with both the technical quality of the team's work, as well as the plan for bringing their solution to market. **CONGRATULATIONS!**

WELCOME TO THE NEW FRED HUTCHINSON CANCER CENTER

What Changed:

Effective April 1st, the FRED HUTCHINSON CANCER RESEARCH CENTER (FHCRC) and SEATTLE CANCER CARE ALLIANCE (SCCA) became **FRED HUTCHINSON CANCER CENTER V#214550**.

What do I Need to Know?

For the former FHCRC:

- For existing orders with FRED HUTCHINSON CANCER RESEARCH CENTER, once the March 2022 invoice has been submitted and **reconciled**, you will want to close that BPO, following one of the Close options on the [Changing or Closing a BPO](#) web page.
 - If there are remaining funds on your BPO and additional services to be provided, you will create a replacement BPO under the new supplier record of **FRED HUTCHINSON CANCER CENTER V#214550** and select the location ALL FHCC ORDERS.
 - Be sure to key the old BPO number in the Related Contract ID field and add a comment visible to the supplier saying this new BPO replaces BPOxxxxx under FHCRC. You will use the

Reconciled Available Amount on the **Pricing Terms** tab under the Limit section for your new Maximum Limit. If you have any questions on what the Maximum Limit should be, contact PCSHelp at pcshelp@uw.edu.

- For new Subawards or Professional Services that began April 1st or after, you will select **FRED HUTCHINSON CANCER CENTER V#214550** as the supplier and the location you select will be ALL FHCC ORDERS
- If you have an invoice to pay for services at FHCC, you will select the appropriate remit-to address listed in the supplier file.

For the former SCCA

- SCCA transactions, you will see that their name was automatically updated to FRED HUTCHINSON CANCER CENTER so there is no action needed at this time regarding your BPOs or Purchase Orders.
- New orders with SCCA or what is the Hospital side, you will select the supplier as **FRED HUTCHINSON CANCER CENTER V#214550** and the Supplier location will be the one that says: ALL SCCA ORDERS.
- If you have an invoice to pay for services at SCCA, you will select the appropriate remit-to address listed in the supplier file.

Who Can I Contact If I Have Questions? For any questions, please contact PCSHelp at pcshelp@uw.edu or call 206-543-4500.

DON'T FORGET ABOUT WASHINGTON STATE DEPT. OF ENTERPRISE SERVICES (DES) TRAINING!

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.

DEAR PCS,

I have a supplier that I need to create a BPO for, but I cannot find their location when I am creating the Contract Request, what do I need to do?

DEAR SUPPLIER AVAILABLE FOR BPO,

Before a supplier's location is available to select when creating a contract request for a BPO, the department **must** submit the Ariba Network Registration Request form found on the [Ariba Network](#) web page in the **What Departments Need to Know** section. If you do not submit the **Ariba Network Registration Request form**, Central Office has no way of knowing which supplier a department may want to do a BPO with. Once you submit the request, Central Office will review it and determine whether we can make them Ready for BPO without them joining the Ariba Network, or if they should be sent the Ariba Network Registration request. If a supplier joins the Ariba Network, their transactions in Ariba will change from a manual (email) ordering and invoicing process to an electronic process with less resources needed to place orders and reconcile invoices.

DEAR PCS,

How do I check the open balances on my budgets and request they be closed before fiscal year-end?

DEAR OPEN BALANCES,

Please review the [Encumbrances and Open Balance](#) web page on the [MyFD](#) website. It provides instructions on how to view the Open Balance report in MyFD.

For instructions on how to close the open balance on your Catalog and Non-Catalog purchase orders, see [Changing or Closing ARIBA Catalog and Non-Catalog Orders](#) and for BPOs, see [Changing or Closing BPOs](#) .