

Procurement Services

Campus News & Information



August 2020

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ALERT!

PRAXAIR PRICE INCREASE ON SEPT. 1ST

REMINDER: Praxair pricing will increase by 3% effective on all orders placed on or after September 1, 2020.

TRAINING INFO.

WEBCAST TRAINING IN SEPTEMBER

... brought to you by the Procurement Services Training Team!

"Procard Overview" - September 9, 2020, 10 AM to 11 AM

This webcast will focus on:

- ✓ What to Know Before You Begin
- ✓ Purchasing with a Procard
- ✓ Reconciliation
- ✓ Best Practices

To register for this webcast, go to: <https://finance.uw.edu/ps/upcoming-events>

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"ASK US ANYTHING ABOUT PURCHASING!" LIVE WEBINAR SERIES IS BACK!

September's 'Discussion Starter' Topic: "Leases"

(Guest subject matter expert: Ray Hsu)

When: September 17, 2020, 1:00 PM – 2:00 PM

Who: Open to all of campus and hosted by UW Procurement's Contracts & Sourcing Team with assistance from the Training Team.

What: Free-form Zoom meeting to allow campus to ask specific questions about Purchasing processes. Each month we will have a lead off topic to start the discussion, but we HIGHLY encourage you to bring your questions about anything procurement-related. Think of this as your virtual information booth!

Where: Online/Zoom. Registration information is on the UW Procurement Services Events page: <https://finance.uw.edu/ps/upcoming-events>

Questions will be taken via the online chat function in Zoom!

ORDERING INFO.

MAILING SERVICE DELIVERY OPTIONS

For Your Information: Procurement Services continues to receive questions about ordering goods and having them shipped directly to an employee/student home address. We do not add personal addresses into Ariba. If you need to purchase items and have them sent to an employee/student address, you may use your department Procard. See our "How to Buy" webpage at: <https://finance.uw.edu/ps/how-to-buy> and the "Important News" about home deliveries notice for more information.

Remember that these items remain the property of the University of Washington and need to be returned to the department or Surplus once work returns to your campus location.

You are able to have items delivered to Mailing Services for pickup at, 3900 7th Ave. NE, Seattle WA 98195. If your building is closed, you can post a message for delivery services to route your order there or select this as your ship-to location on your requisition or contract request. Be sure you have your name in the "Deliver to" section so Mailing Services knows who the package belongs to.

Mailing Services has many options for your department mail as well. Please see their website at: <https://finance.uw.edu/c2/>.

HOTEL, CONFERENCE AND EVENT CANCELLATION FEES

- As the hotel, conference and event industry continues to shift in response to COVID-19, be aware that non-refundable administrative fees or rescheduling fees may apply. Prior to forwarding an agreement to Procurement Services for an official signature, please **review hotel catering and space rental agreements** carefully, to ensure you understand the financial obligations and are aware of critical dates.
- **Review quotes and proposals from vendors providing products and/or services** to ensure you understand the cancellation process and are aware of restock or cancellation fees. This information should be included with the quote or proposal and if not, ask before agreeing to make the purchase.

ARE YOU NEW TO BPOS?

If you are new to creating Blanket Purchase Orders (BPOs), here are some resources to help you learn:

- [Initiating a Blanket Purchase Order How-To Guide](#)
- [Creating a Blanket Purchase order eLearning Tutorial](#) (Ariba Buying Section)
- Creating a Blanket Purchase Order webcast ([live 8/19/20](#)), previous recording [here](#).
- [Receiving for a Blanket Purchase Order How-To Guide](#)
- [Receiving for a Blanket Purchase Order eLearning Tutorial](#) (Ariba Receiving and Reports Section)
- [Changing and Closing BPOs](#)

AIRGAS DRY ICE ISSUES

You may have recently received a notice from Airgas informing you of issues with their dry ice supply. Airgas provided the option to receive alternative product at a higher rate or third-party substitute product at your current rate. Procurement Services would like to assure campus that you are under no contractual obligation to purchase dry ice from Airgas and are free to switch suppliers or stay with Airgas.

If you would like to switch suppliers, Praxair is the UW's primary supplier and their dry ice sources are currently stable. Please reach out to our sales rep, Elizabeth Rose, Elizabeth.Rose@linde.com, office: (253) 620-1649 or cell: (253) 318-1960.

If you have questions for Airgas, please contact our sales rep: Har Dang, 206-930-5703.

PROCARD INFO.

★ IMPORTANT NOTICE FROM PROCARD OFFICE ★

Responsibility lies with the cardholder to renew their Procard.

The ProCard office will **NOT** be sending notifications to cardholders when their card is expiring (every 3 years). It will be the responsibility of the cardholder to take the assessment **first**, prior to submitting the Ariba renewal application. If the assessment and application have not been submitted before your card expires (last day of the expiration month), your card will automatically be cancelled.

PROCARD OFFICE AUDITING TOOL – “OVERSIGHT”

The ProCard Office operates an auditing tool called, “**Oversight.**” “Oversight” searches all transactions and identifies potentially suspicious activity based on parameters set forth by the ProCard Office. The goal is to educate and assist departments on campus to ensure Washington State purchasing regulations are understood and compliance is maintained as defined by state and university policy. <http://finance.uw.edu/fr/internal-controls>.

What should you do if you receive an email from “Oversight?” UW-ProcCard@oversight-solutions.com

It is important to respond to emails you receive from “Oversight.” You can respond directly to the email with further details about the purchase. For example, if the email you receive mentions missing notes, respond to the email with what was purchased, the business purpose, and any other important details. For fraud transactions that appear on your Procard account, notate the purchase was fraud and reported to JPMC.

For questions contact: procard@uw.edu.

SUPPLIER INFO.

HOME OFFICE FURNITURE OPTIONS AVAILABLE FROM HERMAN MILLER FOR FACULTY, STAFF AND STUDENTS

Here’s how to do it. Go to, [Herman Miller’s Work from Home Offerings](#) and select “OFFICE” at the top of the page. Use the drop-down menu and select “HOME OFFICE” and then, you can select any of the products reflected under this tab and receive the UW discount.

Once you have placed your items into the cart, hit “VIEW CART” and put your discount code onto the discount line on the left side of the page. This will

automatically deduct the discount dollar amount and show you the bottom line pricing for each of your items.

****You will receive white glove service for items that require assembly (such as a height adjustable table) and items like seating will be delivered to a location as close to or, on your doorstep. Viola! You receive Herman Miller's high-quality furniture pieces at your home and it's as easy as any other purchase you would customarily purchase online.**

For additional information or questions, contact:

Sam McNabb with Herman Miller: sam_mcnabb@hermanmiller.com | **mobile:** 206-849-4488

Conner McKinley: mckinley@catalystactivation.com | **mobile:** 323-842-0722.

JONES & ASSOCIATES CONTRACT SERVICES LLC

Meet **Joseph Jones**, owner of Jones & Associates Contract Services LLC, a veteran-owned small business (VOSB), offering computers, computer peripherals and accessories, printers and print supplies by all major manufacturers.

Friendly people, premium customer service, logistical support for your schedule and convenience.

Visit their website: www.jandatechnical.com or contact joseph@jones-contractservices.com for questions, technical specification, volume pricing, etc.

Certifications: **VOSB, WMBE, DBE, SCS**

UW Vendor #287169 – Available in Ariba and ready for BPO purchases.

GUY BROWN/STAPLES PARTNERSHIP

Guy Brown, a diverse supplier with a punchout catalog in Ariba offers the same products as Staples at the same contract pricing. Link to [Flyer](#).

If you have been purchasing direct from Staples, please begin placing your orders with Guy Brown.

For questions, please contact:

Teresa Brumfield
Regional Sales Director
Teresa.Brumfield@guybrown.com
817-366-3820

Tom Curry
Key Account Executive, Facility Solutions
tom.curry@staples.com
360-910-8973

David Janssen
Key Account Executive-
Technology
David.janssen@staples.com
608-516-7523

QUESTIONS TO PCS

DEAR PCS

We are having problems getting the reimbursement checks to the employee because our office is closed. Is there a way to key the employee's address on the reimbursement so the check can be mailed to their home?

Dear Reimbursement Check,

No, the options for employee reimbursements are direct deposit or a check sent to a UW box. If there is an issue with the direct deposit, the transaction will default to a check sent to the department box number listed on the transaction.

We would recommend that all employees sign up for direct deposit in Workday to reduce the chance of the check going missing before it can be given to the employee. This is a separate sign up from your paycheck direct deposit and instructions are on the Reimbursement webpage:

<https://finance.uw.edu/ps/how-to-pay/reimbursements>

[PROCUREMENT SERVICES](#)

[ARIBA BUYING](#)

[UPDATE YOUR SUBSCRIPTIONS](#) | [UNSUBSCRIBE](#) | [VIEW THIS MESSAGE ONLINE](#)

Customer Service: pcshelp@uw.edu

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