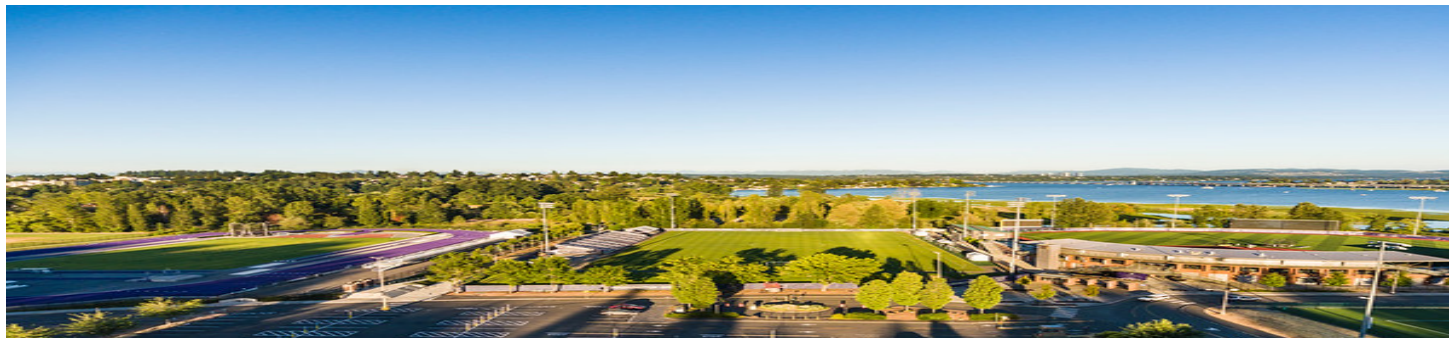


Procurement Services

Campus News & Information



August 2021

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IMPORTANT MESSAGE TO DEPARTMENTS REGARDING CONTRACTORS AND VENDORS REGARDING COVID-19

To ensure the health and safety of on-site workers and University employees, contractors and vendors working or visiting campus are required to review the [University's Contractor COVID Prevention Guidance](#) and complete the [COVID-19 Contractor Symptom Monitoring/Employee Self-Attestation Certification](#). **Prior to visiting campus, ensure the company has completed the required COVID-19 Certification.**

Review the [list of companies](#) who have completed the certification, which is updated, weekly.

ARIBA RETIREMENT AND FINANCE TRANSFORMATION

Ariba is the University's current system to manage all ordering, purchasing, receiving, invoicing, sourcing, payments/reimbursements, and reporting with a single point of entry. Ariba provides users a central resource for procurement and payment needs, with visibility to approvals, workflow, status, and history with document attachments supporting records management requirements. Additionally, Ariba users can run reports of

- **Small Business Supplier Profiles**

activity as well as access Ariba from their budgetary reports in MyFD to manage their budgetary commitments.

Ariba is slated for retirement in July 2023, when the University transitions to a new modern finance infrastructure. Much more than a systems update, UW Finance Transformation (UWFT) is collaboratively redesigning our finance-related policies and processes, with the help of new technology and software from Workday® Financials. The solutions for the various business needs of Ariba may be moved into Workday or accessed through another tech system. Updates on Ariba and how you can continue to access the functionality it provided will be shared on this site and through other communications. Data from Ariba may continue to be available after Workday Finance go-live, in line with records retention and management guidelines.

To learn more about the UWFT program, visit the UW [Finance Transformation website](#) or the [Change Network](#) and [sign up to receive the UWFT newsletters](#).

PLANNING A PURCHASE? QUICK TIPS FOR EFFICIENT AND COST-EFFECTIVE PURCHASING

Planning for a cost-effective purchase is as easy as A-B-C: [Ariba catalogs](#) are the most cost-effective and efficient, [Buying from university contracts](#), especially those with small and diverse suppliers shown in the UW Contracts Search tool, is the next best option, and [Checking for an active supplier in the Supplier Search](#) report is another great option. Quickly revisiting these options during planning can help avoid potential payment delays towards the end of the purchasing cycle. Keep in mind that the suppliers the University does business with can change over time as well, through mergers or split-ups, address changes, etc., so make sure you verify the supplier's information ahead for accuracy. We have resources for our supplier community to help them keep their information with UW up to date on our [website](#). If a supplier in the Supplier Search report is currently inactive (i.e. showing a "Deleted" status), the university may no longer be doing business with the supplier, the supplier's business may have changed and is now under a new name and supplier number, or the purchase may be most efficiently made with a Procard. If your preferred supplier appears to be inactive, please contact pcshelp@uw.edu and we'll help you find the best option for making your purchase.

SEPTEMBER 2021 "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.

September 16, 2021, our conversation starter will be: *Procurement Customer Service (PCS) Help: who are they, and how can they help me? (Hint: they do a LOT!)*

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.

PROCARD OFFICE:

Below are the first steps for new and renewal ProCards. It is very important to take the training and assessment prior to submitting your application or your application will be denied. <https://finance.uw.edu/ps/how-to-buy/procurement-card>

New Card Application Process

Step 1: Complete the ProCard training and assessment

- The ProCard training and assessment **must be completed before** submitting an application form in Ariba. A minimum score of 22 out of 24 is required to pass the assessment. Click [here](#) to find the online training.

Renewal Process

Responsibility lies with the cardholder to renew the card

Renewal application process: Cardholders are responsible for renewing their ProCard every three years. Procard@uw.edu will email you two weeks before the end of the month your card expires to help remind you of the process. If the ProCard assessment and the Ariba application are not completed/submitted before the card expires, the account will be closed.

Step 1. The cardholder takes the ProCard assessment logged in under their uw.edu email. A passing score is a minimum of 22/24. If you need a refresher on ProCard, please re-watch the online training, [here](#).

DON'T FORGET ABOUT WASH. 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.

SMALL BUSINESS SUPPLIER PROFILES –



Keeney's is now classified as a Minority Owned Business certified by: Northwest Mountain Minority Supplier Development Council.



Visit their Ariba punch-out catalog or contact:
Jill Cooper | jillc@keeney.com

CONTRACT UPDATE

News from B&H VIDEO

With school beginning soon, B&H is welcoming *Dan O'Connor* as the new dedicated technology, purchasing representative for the University.

Primary Product Categories

- Photo & Lighting
- Pro Audio/Video
- Studio & Broadcasting
- Media & Theater
- ITS, Racks, Cabling, PBX
- TVs & Monitors
- Computers, Printers, Scanners
- Mobile, Wearable
- Communication Systems
- Optics & Surveillance Devices
- Smart & Network Devices

We recommend using the Ariba punch-out catalog for your purchases, as it provides better educational pricing based on our E&I contract. You can just add items to your cart and punchout from there. This is also especially useful when it comes to rush situations. Because all B&H purchases are priced under our E&I contract, so you won't need to obtain multiple quotes, even on larger dollar value purchases. Custom quotes are available via their Ariba punch-out catalog.

For support creating or updating quotes, you can contact Dan directly at any time.



New Account Manager:

Daniel O'Connor | doconnor@bhphoto.com | 518-703-2355