

# Procurement Services

## Campus News & Information



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### IN THIS ISSUE:

- **September 15, 2022, "Ask Us Anything About Purchasing!" Webinar**
- **Managing Your Purchase Orders for Finance Transformation**
- **Users of the US Bank Cash Card Program**

## SEPTEMBER 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 September 15, 2022, our conversation starter will be:  
*UW Trademarks, Licensing, and Brands***

**We are delighted to have the UW Trademarks & Licensing team join us to talk about buying items featuring UW logos and brands, as well as how to respond to vendor requests for usage of UW's name and marks!**

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](mailto:lmagill@uw.edu).

## MANAGING YOUR PURCHASE ORDERS FOR FINANCE TRANSFORMATION

As we move closer to the go-live date for Finance Transformation, we are looking at how to best ensure we have clean data to carry over from Ariba to Workday.

We ask you to review your open orders, both BPOs and Catalog/Non-Catalog if you have received the goods or services. You still show a balance on the Encumbrance and Open Balance report in MyFD that you either contact the supplier for an invoice if the items have not been paid for or close the order. Another option is the Open Balance Report in Ariba. The report is under the Orders category and is called Open Balance Details by Budget, but you can also run it by supplier or organization code. To run Ariba Reports, see the Tutorial web page [Tutorials | Procurement Services \(uw.edu\)](#) and the Receiving/Reports section.

For BPO, you can find instructions on how to Close your BPO on the Changing or Closing a BPO web page: [Changing or Closing Blanket Purchase Orders | Procurement Services \(uw.edu\)](#).

Please pay close attention to expired BPOs that have never been invoiced. Was the BPO canceled, or do we need to reach out to the supplier to submit an invoice? When requesting an invoice from a supplier, be sure to submit a modification to the BPO to reopen it and extend the final invoice date to a date in the future.

For Catalog and Non-Catalog purchase orders, you will want to check to see if you have received the goods or services and have just not been invoiced yet or was the invoice discounted, leaving a small balance. Also, with the present Supply Chain issues, you may want to reach out to the supplier to ensure that the order is still active in their records and that they didn't cancel it on you.

Please reach out to a supplier for invoices you have not received. For catalog suppliers, contact information can be found on the landing page of their catalog or in the Contract Search Report found here [Buying from Contracts | Procurement Services \(uw.edu\)](#). For how to use the report, see the Tutorial web page [Tutorials | Procurement Services \(uw.edu\)](#) and the Buying from Contracts eLearning under the Ariba Buying section.

Suppose you have received an invoice and the supplier discounted the invoice or returned item(s). In that case, you will want to submit the Close Order Request form here: [Changing or Closing ARIBA Catalog and Non-](#)

[Catalog Orders | Procurement Services \(uw.edu\)](#). Click the Receipts tab to ensure the supplier has invoiced all the order line items. Clicking the submitted receipt will display open (unreceived) line items.

**If you have any questions, please reach out to PCS at [pcshelp@uw.edu](mailto:pcshelp@uw.edu).**

## USERS OF THE US BANK CASH CARD PROGRAM

***The US Bank Cash Card program is now the US Bank Rewards Card program***

To align with the Revolving Fund Account Consolidation initiative, Procurement – Global Services and Banking and Accounting Operations has made the following update to the existing US Bank Cash Card program:

- Cards are now **FREE** (no \$1.95 per card fee)

As a Revolving Fund Customer this will benefit you in many ways:

- Consolidate your existing revolving fund bank account and transition to the card program
- Reduce cost for your department and payees (human subjects) compared to other payment methods
- Offer a widely accepted payment method

### **FAQs:**

***Can I still use my US Bank Cash Cards on hand?*** Yes! You can continue to load these through the portal as usual.

***Can I return my US Bank Cash Cards that I have on hand and get new US Bank Rewards Cards?*** Yes! Email [revfund@uw.edu](mailto:revfund@uw.edu) to find out how.

***Additional Questions?*** Email [revfund@uw.edu](mailto:revfund@uw.edu).