

Procurement Services

Campus News & Information



December 2020

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IMPORTANT NOTICE: THE NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) PROHIBITION

The National Defense Authorization Act (NDAA) for Fiscal Year 2019 includes prohibitions to support national security considerations related to the following five Chinese telecommunication firms: **Huawei Technologies, Company or ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of these entities)**. ***Products manufactured or sold by these companies should not be purchased.***

Before placing a PCard order or purchasing from a supplier through Amazon, departments should review the list of excluded parties in [SAM](#) (System for Award Management) for entities excluded from receiving federal awards for "covered telecommunications equipment or services." And, ensure the company they are buying from, either directly or through Amazon, is in compliance with the NDAA (National Defense Authorization Act FY2019) and has represented in [SAM](#), they are in compliance with [FAR 52.204-26](#): Covered Telecommunications Equipment or Services.

UNIVERSITY PROPERTY AND EQUIPMENT IS NOT AUTOMATICALLY INSURED

Did you know that [UW Risk Services](#) offers optional low-cost coverage to University departments for owned, leased or borrowed equipment?

Visit their [website](#) to learn more about eligible items, losses covered and costs.

RESEARCH SUBJECT DEPARTMENT RESPONSIBILITIES UPDATED

To clarify the process of recording and reporting Research Subject payments, the department responsibility sheet has been updated. Please review and make the necessary adjustments in your record-keeping process. If you have any questions about the updates, please contact pcshelp@uw.edu.

TOKEN EXPIRED ISSUE IN ARIBA

There is currently an issue that occurs when buying items from our catalog suppliers in Ariba. When checking out of the catalog back to Ariba to complete your purchase order, you may receive a "Token Expired" message. The error is most frequently occurring when using Chrome as your browser.

To resolve the issue you need to clear the cache on your browser. This will allow you to make a one-time purchase before receiving the message, again. If you are going to be making purchases from more than one catalog supplier, it is recommended that you switch browsers to Firefox or Internet Explorer.

If you want to continue to use Chrome, you will need to follow the steps below, for each new requisition:

1. After successfully checking out of the catalog and back into Ariba, complete and submit your order or save it.
2. Before creating a new requisition and selecting a new catalog, you will need to clear your cache and also, close out of Ariba and close the tab you were using. Then, open a new tab and Ariba session. Do Not open a new tab of Ariba without closing out of the previous session or you will encounter issues.

We have reported the issue to Ariba and they are working on the problem but at this time, we have no timetable for a fix.

UPCOMING “ASK US ANYTHING ABOUT PURCHASING!” LIVE WEBINAR SERIES

This is a monthly free form, hour-long Zoom meeting to learn and ask questions about contracting, sourcing, and Purchasing processes.

Our lead off topics are discussion starters, but we really want to hear from **you**. Bring your questions about anything Procurement related!

Upcoming sessions and lead off topics:

1pm – 2pm Thursday, January 21, 2021	Supplier Onboarding and Registration with Chad Brasure, Business Systems
1pm – 2pm Thursday, February 18, 2021	Commodity Experts on the Contracting Team
1pm – 2pm Thursday, March 18, 2021	Exception Items and Special Procurements

Registration information is on the UW Procurement Services Events page: <https://finance.uw.edu/ps/upcoming-events> and questions will be taken via the online chat function in Zoom.

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[ARIBA BUYING](#)

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