

Procurement Services

Campus News & Information



February 2021

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

This is our monthly free-form 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 focus on your questions.

Upcoming sessions and lead off topics:

1pm – 2pm Thursday, March 18, 2021 Exception Items and Special Procurements

1pm – 2pm Thursday, April 15, 2021 The PO Process – An Overview

Registration information will be updated on the UW Procurement Services Events page. The immediate upcoming session is visible here: <https://finance.uw.edu/ps/upcoming-events>. Questions will be taken via the online chat function in Zoom.

Have an idea for a future Ask Us Anything? Let us know! Send a note to us: Lynn Magill, lmagill@uw.edu and Tricia Demarest, triciaod@uw.edu.

NEW WEBCAST TRAINING IN FEBRUARY

Brought to you by the Procurement Services Training Team!

Buying From Contracts: 2/24/2021 from 10:00am to 11:00am

This webcast will focus on:

- ✓ When to use Contracts
- ✓ Contract Types
- ✓ Diverse and Small Supplier Contracts
- ✓ Ariba Catalog Contracts
- ✓ UW Contract Search

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

CARD SECURITY REMINDERS

From the ProCard Office

- Do not share your card number or loan your card to other staff members. Only the person to whom the card is issued should use the card.
- Do not provide your full card number in an email to the vendor, ProCard or JP Morgan Chase. The last 4 digits suffice for communication purposes.
- Lost, stolen or compromised cards must be reported immediately to JP Morgan Chase (Inside the U.S.: 1-800-270-7760 or International/Canada: 1-847-488-4441). Do NOT select the Dispute box in PaymentNet if the transaction is fraud. After reporting your card to JP Morgan Chase, then **email the ProCard Office at procard@uw.edu** validating the lost or stolen card has been reported to JP Morgan Chase.

BEST PRACTICE FOR BPO MAINTENANCE

Each BPO has a place to identify editing users and that is the person to make changes to the BPO after it has been approved. Best practice is to have at least **two** editing users. This will provide BPO access when one of the users is on leave. If one of the editing users leaves the UW altogether, be sure to replace the exiting employee with an active employee replacement. If both editing users have left the UW and no updates have been made, the BPO it is inaccessible to the department and this is what we are trying to avoid. We have recently had a department with high turnover and no BPO maintenance resulting in numerous inaccessible BPO's. Thanks for being mindful to this maintenance.

NEWS FROM RECORDS MANAGEMENT SERVICES

FETCH THE FUTURE—Rethink the Ink

Watch the video on this new University-wide initiative.

<https://www.youtube.com/watch?app=desktop&v=M6Ydzccdw-l&feature=youtu.be>

Sign up now, to receive regular updates and news from Records Management Services, <https://finance.uw.edu/recmgt/>

YOU'RE INVITED!

In support of the University's Sustainability Action Plan, Procurement Services would like your feedback. View the plan at:

<https://green.uw.edu/files/plan/sustainability-action-plan-fy2021-v070120.pdf>

Who: Anyone involved in procurement or purchasing as their primary job function.

What: Procurement Services wants to hear about your experiences with supplier diversity through 1-on-1 30-minute interviews. Your insight will inform both internal and external outreach efforts to support the University of Washington's supplier diversity efforts.

How: Please **contact Annette Slonim**, graduate intern with Procurement Services at aslonim@uw.edu to schedule a time to chat. Your feedback is valuable and we look forward to hearing from you.

VIRTUAL SUPPLIER ORIENTATION SESSIONS LAUNCHED

Procurement Services will be hosting monthly supplier orientation sessions beginning March 4, 2021. If you are contacted by a supplier interested in doing business with the University, please suggest they register to attend one of the free sessions. Registration information is available at

<https://finance.uw.edu/ps/suppliers#orientation>.

Q & A

Dear PCS,

I need to set up a BPO but the supplier location is not available. The supplier is listed in the Supplier Search report, so when will they be available for BPO?

Dear BPO Supplier,

For the supplier location to be available when creating a Contract Request for a BPO, the supplier must show a 'Y' in either the Ready for BPO or Ariba Network column for a listed Order Address in the [Supplier Search Report](#).

Before requesting a supplier join the Ariba Network, be sure to check out the [Ariba Buying](#) webpages and the [Non-Catalog Purchase Order](#) option to be sure that a BPO is necessary for your purchase.

The [Ariba Network](#) webpage has information for both the Supplier and the Department as to what is needed for them to be available for a BPO. Please check out the **What Departments Need to Know** section and submit the *Ariba Network Registration Request* webform to have the supplier sent the Ariba Trading Relationship Request (TRR) email.

This is also a good webpage link to send to your supplier, so they have access to resources to help them complete their registration.

Once the supplier tells you they have completed the Ariba registration, it can take 2-3 business days for their supplier location to be active in Ariba. If you do not see your supplier location after this time, please email pcshelp@uw.edu for assistance.

Dear PCS,

I asked a supplier to register and they say they have, but I don't find them in the Supplier database. When will I be able to see the supplier?

Dear New Supplier Request,

The timeline for a new supplier to show in the supplier search report and Ariba to be available for Non-Catalog Purchase Orders is 2-3 business days from submission of the supplier registration form. Please review the [Supplier Registration](#) webpage for more information. There is also a step-by-step guide you can review that walks the supplier through the registration form.

Before asking a new person or company to register as a supplier, be sure you are checking that we don't already have a supplier in our [database](#) that provides that service or good. Many of our catalog suppliers have quote options in their catalogs to request special items or are distributors for manufacturers and can procure the item for you. See our [Buying from Contracts](#) webpage for more information.

When asking a new person or supplier to register with the University of Washington, be sure to advise them to answer the question, "Are you currently doing business with the UW?" as "YES" and tell them to enter your name or email in the following question. Having your supplier answer these questions in the positive will ensure there is no delay in getting your supplier into our supplier database and available for you to use. Please contact pcshelp@uw.edu if you have any questions.

