UNIVERSITY *of* WASHINGTON

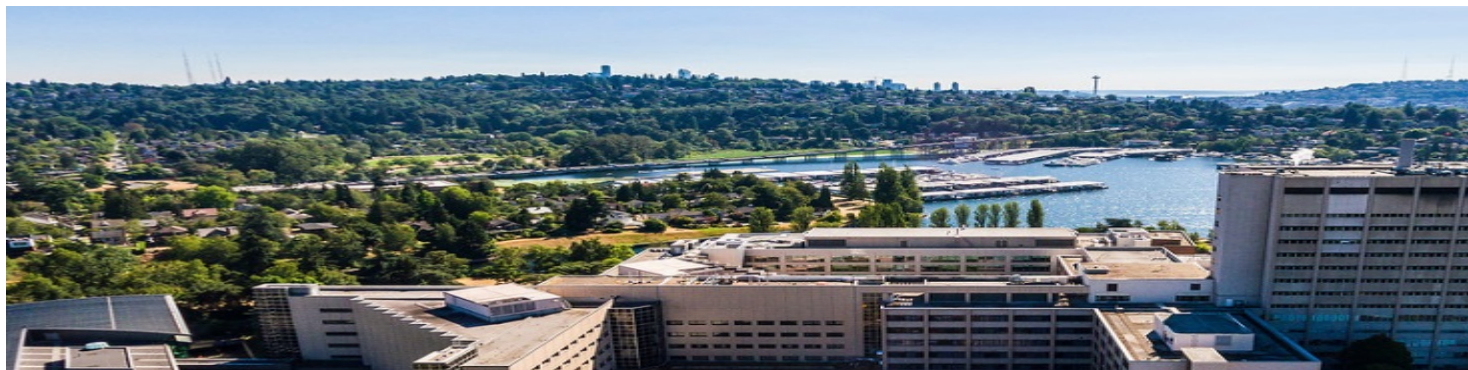# Procurement Services

Campus News & Information

January 2021

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 leadoff topics are discussion starters, but we really want to hear from **_you_**.

Bring your questions about anything Procurement-related!

Upcoming sessions and leadoff topics:

Thursday, 1-2pm, February 18, 2021 - "Commodity Experts on the Contracting Team"

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

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

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.

PHENOMENEX HOSTED CATALOG SCHEDULED FOR DEACTIVATION ON FEBRUARY 1, 2021

After 5 years of declining spend capped off with a significant drop in 2020, we have decided to shut down the Phenomenex Ariba Hosted Catalog on Feb 1st, 2021. The following Ariba Catalog ordering options for Phenomenex products remain:

- Phenomenex products are distributed by VWR
- Fisher can cross-reference Phenomenex products

NETA SCIENTIFIC NEW ACCOUNT MANAGER:

Casey Bridges|Business Development Manager - West

Neta Scientific Inc. | UW eprocurement Catalog

609-265-8210 (p)| 609-265-8213 (f) | 415-646-6675 (c)

casey.bridges@netascientific.com

DON'T FORGET ABOUT DES!

Washington State requires all employees whose jobs include procurement-related duties to fulfill state training requirements per RCW 39.26.110. Please click on the link 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 the Washington State Department of Enterprise Services (DES) at the link, below.

Washington State Department of Enterprise Services (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 the Washington State Department of Enterprise Services (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 web site.

Q & A

Dear PCS,

I have a purchase order that has an item that is back ordered, but the budget that was used is closing. What can I do?

Dear Back Order,

If you have a purchase order that has items that are back ordered, you can submit the Budget Change Request form to request a budget change as long as the budget you wish to change it to is of the same budget type as the original budget per MyFD and the Budget Profile. For example, if you have a grant budget that is budget type 05, the new budget you want to change the order to has to also be an 05 budget type. You can check the budget type of your budget on the MyFD Budget Profile report.

Once the budget change request is submitted by Central Office, the requisition has to go back through the approval process before the change becomes effective.

For additional information as to what can and cannot be changed on a Catalog or Non-Catalog purchase order (those that start with the letters EI), see the Changing or Closing an ARIBA Catalog or Non-Catalog Purchase Order web page.