W UNIVERSITY *of* WASHINGTON

Procurement Services

Campus News & Information

January 2023

FINANCE TRANSFORMATION GO LIVE PRE-WORK – OPEN ORDERS

In anticipation of Workday Go live, we wish to ensure clean data carryover from Ariba to Workday.

We ask you to review your open orders, both BPOs and Catalog/Non-Catalog. Please use the Encumbrance and Open balance **report in MyFD to check your orders**. You can also run 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. Please contact the supplier for an invoice if you show an outstanding balance and have received the goods or services. If you need assistance with this, please reach out to Procurement Customer Service at pcshelp@uw.edu

The instructions above must be followed to have a successful transition into Workday. Most orders in Ariba, including BPOs, will not be carried over into Workday. If you have received the goods or services ordered on your Catalog or Non-Catalog purchase order, be sure you have been invoiced for

the items. Considering present-day Supply Chain issues, please reach out to the supplier to ensure that the order is still active in their records if you have yet to receive the goods. If you decide to cancel a back-ordered order, you <u>must</u> contact the supplier and cancel the order before you submit the request to close.

Please reach out to a supplier for invoices that have not been 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.

Review Changing or Closing ARIBA Catalog and Non-Catalog Orders | Procurement Services (uw.edu) **for instructions on how to close your Catalog or Non-Catalog order when they are canceled with the supplier, or the invoice was discounted**. Click the Receipts tab to ensure the supplier has invoiced all the order line items. Clicking the submitted receipt will display open (un-received) line items.

Please pay close attention to expired BPOs that have never received an invoice. Was the BPO canceled, or do we need to reach out to the supplier to have them 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 BPO's, 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).

A limited number of Non-Catalog orders will transition over to Workday.

If you have any questions, please reach out to PCS at pcshelp@uw.edu.

ARIBA SCHEDULED MAINTENANCE

Ariba will be offline from **9:00AM Sat Feb 4 to 9:00 AM Sun Feb 5.**

If you try to login between Saturday Feb 4th starting at 9:00 AM and Sunday, Feb. 5 at 9:00 AM, you will receive a screen with the message, "This website is currently under maintenance, please check again later."

University of Washington - Ariba

Thanks for using Ariba

This website is currently under maintenance, please check again later.

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 the link below, to determine the exact courses and the timeframe that employees need to follow within your department/school. You can also, sign up for email and text updates from DES on their web page. 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.

FEBRUARY 2023, "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 February 16, 2023, the conversation starter will be: Exception Items and Special Approvals: What are they? Why are they? What do I need to know before I purchase?

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

COMING SOON – SPOTLIGHT ON BUSINESS DIVERSITY

Black History Month - February

Each month, our campus newsletter will highlight, celebrate, and spotlight the diverse types of businesses and entrepreneurs in our community. We plan to spotlight the changemakers that help keep our economy going. To do this, we're launching a new outreach campaign, "Spotlight Series," highlighting women, minorities, veterans, and small businesses based in Washington State. We will interview and profile a few companies every month starting with Black History Month, Women's History Month, Asian

American Pacific Islander Month, and many other heritage months and events.

If there is a business you would like to see spotlighted, whether they sell products to the University or not, please contact me. Lloyd Dees, Procurement Diversity Analyst deesl@uw.edu.

DIVERSIFIED (FORMERLY 'ONE DIVERSIFIED, LLC') – NEW SUPPLIER CONTACT

Our contracted supplier, Diversified, has a new point of contact for sales:

Deborah Klein, Director
O 206.694.1310 | M 206.200.4500
652 Industry Drive, Tukwila, WA 98188
dklein@diversifiedus.com | www.diversifiedus.com [diversifiedus.com]

Note: Diversified has discontinued their Ariba catalog. They are still a contracted supplier, however.

You may order through Diversified through Ariba or contact Deborah Klein for custom quotes, questions, and assistance.

Diversified delivers services and solutions through specialized, yet collaborative divisions. These industry and technology specialized divisions understand the unique challenges, business issues and emerging technology trends which enables us to deliver solutions tailored to each client's needs.

Their solutions include:

- Audio Visual
- Digital Signage
- Electronic Security
- Information Technology
- Media Production
- Media Supply Chain
- Meeting Spaces
- Mission Critical
- Physical Security