

Procurement Services

Campus News & Information



November 2020

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

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

Each month we have a leadoff topic to start the discussion, but we HIGHLY encourage you to bring your questions about *anything* Procurement-related. We will go where the discussion takes us.

Scheduled dates and leadoff topics:

Thursday, December 17, 2020 - “How to Buy: Review and Discussion of Methods”

Thursday, January 21, 2021 - “Supplier Onboarding and Registration” with subject matter expert, Chad Brasure from Business Systems.

Thursday, February 18, 2021 - “Commodity Experts on the Contracting Team”

It all happens LIVE and Online via Zoom! 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!

NEW SUPPLIER SEARCH REPORT LINK ON PROCUREMENT SERVICES HOMEPAGE

Navigating to the Supplier Search Report just got easier! A new Supplier Search Report link is now located in the bottom right corner of the Procurement Services homepage, allowing you to access the report much faster and easier than before.

The screenshot displays the Procurement Services homepage with three main sections: PLAN & BUY, PAY & RECEIVE, and REPORTING. Each section lists popular options and includes a 'LEARN MORE' button. A yellow arrow points from the 'REPORTING' section to a new 'SUPPLIER SEARCH REPORT' link in the bottom right corner of the page. Below these sections are icons for UW CONTRACTS SEARCH, PROCARD, TRAINING, TAXABILITY GRID, FORMS, and SUPPLIER SEARCH REPORT.

PLAN & BUY	PAY & RECEIVE	REPORTING
Popular Options: <ul style="list-style-type: none">• ARIBA Quick Reference Guide• Event Planning• Buying from Contracts• Sole Source Purchasing• Travel Purchasing	Popular Options: <ul style="list-style-type: none">• ARIBA System Receiving• eReimbursement• Non-PO Invoicing• BPO Invoicing Supplier Guide• Payments to Individuals	Popular Options: <ul style="list-style-type: none">• MyFD Website• PDR Website• Tools for Reconciling• ProCard Reconciliation Guide• ARIBA Reports
LEARN MORE >	LEARN MORE >	LEARN MORE >

UW CONTRACTS SEARCH PROCARD TRAINING TAXABILITY GRID FORMS **SUPPLIER SEARCH REPORT**

The report's design has been updated as of 11/16 by removing the report description from the top of the report and keeping that information on the Report Overview screen.

HAVE AN ITEM OR SERVICE TO PURCHASE, BUT CAN'T FIND A SUPPLIER IN THE DATABASE?

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](#) web page for more information.

If the purchase you will be making with this new supplier is a one-time purchase, you will want to consider making the purchase with your department ProCard. If the supplier accepts credit cards and the purchase is under the direct buy limit and is not an exception item, it is the most

efficient way to purchase the item/service. See our [How to Buy](#) web page and the Exception Items list and the [ProCard](#) web page for more information. Please contact procard@uw.edu if you have specific questions about using your ProCard.

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.

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.

NEW WEBCAST TRAINING IN DECEMBER

Brought to you by the Procurement Services Training Team!

"Non-PO Invoice Best Practices" - 12/2/2020 from 10 am to 11 am

This webcast will focus on:

- ✓ What is a Non-PO Invoice
- ✓ What to Know Before You Begin
- ✓ Initiating a Non-PO Invoice
- ✓ Best Practices

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

THERMO FISHER SCIENTIFIC PRICING ON PPE PRODUCTS

As the global COVID-19 pandemic continues, please know that the Fisher Scientific channel is doing everything possible to support our customers with continuity of product supply.

Although the vast majority of our products have seen no disruption, there are some suppliers/categories that have been significantly impacted by COVID-19 (Hand Protection | Eye/Face Protection | Apparel | Disinfectants), and our suppliers have advised us that they cannot guarantee product availability or pricing due to global raw material shortages and supply chain constraints. As a result, we similarly cannot guarantee product availability or pricing for these COVID-19 impacted categories until further notice.

Many of these suppliers implemented significant cost increases for these COVID-19 impacted categories throughout the year in 2020. To reduce the impact on our customers, we have absorbed the majority of these cost increases and will continue to do so through the remainder of 2020 for all products with the exception of Nitrile Hand Protection products. Due to extraordinary product supply and cost increase challenges for the Nitrile Hand Protection category, orders that remain unfulfilled as of December 14, 2020, will be cancelled, and no new orders for Nitrile Hand Protection products will be accepted until January 1, 2021.

Unfortunately, the magnitude of cost increases for these COVID-19 impacted categories will be higher in 2021, and we are unable to continue to fully absorb the impact for the year ahead. As a result, commencing on January 1, 2021, the price for any COVID-19 impacted product shall be the price published on <http://www.fishersci.com/> at the time of order. The COVID-19 impacted categories shall not be subject to any discount off list price or previously contracted pricing. We reserve the right to cancel any unfulfilled order for COVID-19 impacted products at any time. We will work closely with customers to offer alternative products if they become available throughout 2021.

A list of the COVID-19 impacted products can be obtained from your sales representative or is available at:

<https://www.fishersci.com/us/en/covid19-supply-pricing-updates.html>

We recognize the uncertainty that this creates for our customers. Our top priority, as it has been in 2020, is to assure supply for these critical products. We will continue to work closely with our suppliers to drive towards increased availability and price stability for these impacted products. As always, we will continue to be proactive in our communications with you, our valued customers, as this situation evolves.

Dave D'Angelo
Vice President, Global Portfolio Management

[UPDATE YOUR SUBSCRIPTIONS](#) | [UNSUBSCRIBE](#) | [VIEW THIS MESSAGE ONLINE](#)

Customer Service: pcshelp@uw.edu

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