

Procurement Services

Campus News & Information



October 2020

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UPDATED – RENEWAL PROCESS DURING PANDEMIC

The Procard Office staff is on campus once a week to mail renewal cards.

Renewal application process – the ProCard office will **NOT** be sending notifications to cardholders when their card is expiring (every 3 years). It will be the responsibility of the cardholder to take the assessment **first**, prior to submitting the Ariba application.

If the renewal quiz and application are not completed by the last day of the month of expiration, the card will be immediately, cancelled.

Step 1. It is the responsibility of the cardholder to take the ProCard **assessment** and receive a passing score of 22/24.

Step 2. Submit the card application form in **Ariba** (Home/Create/Card Application/Type of Card/ProCard Renewal) and include the assessment score received in the comments section.

Step 3. Once steps 1 and 2 have been completed, you will receive an email notification from the ProCard office: **"Your renewal card will be mailed soon. Please confirm your UW mailbox or provide your telework address. If you do not respond to the email then, your card will be**

mailed to the UW mailbox listed in PaymentNet. Please respond ASAP so that your card is not delayed."

CONTRACT INFO.

SETTING UP ACCOUNTS ONLINE WITH A SUPPLIER

Did you know that those online account sign ups usually involve terms and conditions? They are typically, embedded when you tick the "Agree" boxes.

Generally, departmental administrators are not authorized to sign contracts prepared by vendors for most purchases. Contracts for services or materials should be reviewed by the Contracting and Sourcing team in Procurement Services.

Suggestions:

- Before moving forward with an online account, check and see if we have a contracted supplier that provides the goods or services you are looking for.
- Look before you leap (or click)! **Print out those terms and conditions.** Do they look complicated? Contact us in Contracting and Sourcing; we can help you understand the agreements. Among other things we can review are:
 - If the agreement is compliant with applicable statutes (State and Federal) and UW policies.
 - What risks are there in the agreement to your department and to the University?
- Already committed and clicked through? At a minimum, you should have involved your department head in the purchase approval before engaging in any online agreement. Those "click you agree" embedded terms can put you personally liable for the risk involved.

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 see the page 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 DES on the page, below.

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.

CAMPUS SUSTAINABILITY MONTH

View the line-up of University sponsored virtual events throughout the month: <https://green.uw.edu/month-2020>.

NEW WEBCAST TRAINING IN NOVEMBER

... brought to you by the Procurement Services Training Team!

“Report Options” - 11/4/2020, from 10 am to 11 am

This webcast will focus on:

- Ariba Reports
- Procurement Desktop Reports (PDR)
- Business Intelligence (BI) Portal

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

WORKING FROM HOME AND IN NEED OF AN OFFICE SET-UP

- Work from home packages including, desk, chair, and file combinations are offered by Workpointe, a University contract supplier.
- The complete set-up can be delivered within 10 days
- To learn more contact, HomeOffice@workpointe.com
- Order/Payment Options: • Credit Card •
Check payable to Workpointe, mailed or delivered to,
9877 40th Ave S, Seattle, WA 98118.
- link: <https://workpointe.com/wp-content/uploads/2020/09/Workpointe-Package-Office 5.0.pdf>

INTERNATIONAL SHIPPING



Shipping internationally can be a confusing maze of customs regulations, freight terms and logistics.

Procurements Services has a contract with Expeditors International to simplify the process.

Expeditors International has power of attorney to act on behalf of the University to help navigate customs and ensure your goods are properly documented.

Want to learn more? This is a great starting point:

<https://finance.uw.edu/ps/how-to-pay/supplier-invoice/customs-clearance>.

Key points to remember:

- It is important to determine who is responsible for shipping and customs..., UW or the supplier.
- If UW has responsibility to clear customs,
 - Issue a BPO to Expeditors
 - Issue a PO (or BPO) to the supplier
- On both purchase orders, you should include a comment visible to the supplier.
 - Name of the person who should be contacted about the shipment
 - Phone number and email for the contact person
 - Reference the other BPO number to help link the two orders
- Customs delays can mean storage fees added to your freight charges.
- Insurance of the shipped goods may be needed. Determine, in advance, who will be responsible for the goods during each phase of the transport. An important clue is identifying when ownership transfers from the shipper to the receiver.

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

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