

# Procurement Services

## Campus News & Information



October 2021

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## NEW ADDITION TO THE PROCUREMENT EXCEPTIONS LIST

**A new addition to the Procurement Exceptions list**, any payment card acceptance related equipment or services must be approved by Merchant Services (OMS), no matter the dollar amount. Payment card transactions are contractually required to comply with the Payment Card Industry Data Security Standard (PCI DSS).

The University of Washington has implemented strict rules to ensure that our networks remain out of scope for PCI DSS. Each contract review by OMS includes an evaluation of whether these rules are being met and determine if there is a current contract in place with a centralized vendor that can accomplish the same goals.

If you have any questions, please email [pcihelp@uw.edu](mailto:pcihelp@uw.edu) or visit our newly redesigned website: <https://finance.uw.edu/merchant-services/>.

Please subscribe to our PCI Merchant Services Digest:

<https://mailman1.u.washington.edu/mailman/listinfo/pciuw>

## PAYMENT STATUS

What's the status of an invoice? Great question. We have a dedicated [Payment Terms, Timelines and Delays](#) webpage where you can find information and some helpful tools to assist you in answering your question. One of the easiest ways to find the status of an invoice is knowing how to view the payment status in ARIBA using [Payment Loop](#).

### **What kind of payments can you see using Payment Loop?**

You can find payment status for Payment to Individual (P2I), eReimbursement (XR) and eTravel Expense Reports (ER), as well as invoices submitted on BPO's, Catalog, and Non-Catalog Purchase Orders and through Non-PO Invoice.

Payments to foreign suppliers are not visible using Payment Loop. Also, there is a 15-character limit in PAS for the length of an invoice number. If the invoice number exceeds 15 characters, you won't find it in [Payment Loop](#). Be sure to contact PCS at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or 206-543-4500 if you need help with payment for these invoices.

## "ASK US ANYTHING ABOUT PURCHASING!" WEBINAR – Nov. 18th

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 November 18, 2021, our conversation starter will be: *Data Privacy and the Data Privacy Agreement***

**HOT TOPIC: we are very excited to have the UW Privacy Office as our special guests this month to answer your questions about when a Data Privacy Agreement is required, and what best practices to follow.**

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](mailto:lmagill@uw.edu).

## DON'T FORGET ABOUT WASHINGTON STATE DEPT. OF ENTERPRISE SERVICES (DES) TRAINING!

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.

## Diverse Business Supplier Profiles –

# ZONES

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### **Meet Tammy Schneider, Account Executive | Education Specialist**

Office: 253-205-3016 | [tammy.schneider@zones.com](mailto:tammy.schneider@zones.com)

**Hello University of Washington**, I am your lead Account Manager and Education Specialist. I have 14 years' worth of relationships with the manufacture partners, translating to access to latest solutions, education programs, and aggressive pricing to make the most of your budget dollars. Let me know what it is that you need from me! I look forward to the opportunity to serve you.

### **Meet Sobhan Akhtar (Scott), Account Manager**

Toll Free 833-864-0412 | Office: 253-545-7155 | [Sobhan.Akhtar@zones.com](mailto:Sobhan.Akhtar@zones.com)

My background includes a master's degree in Telecommunications Engineering with additional study in networking. As part of the University of Washington sales support, I will leverage my background and work with our solutions specialists for best outcome in adapting education in an ever-changing world.

### **Meet Delon Lew, Advanced Technology Executive**

Office: 253-205-3063 | [Delon.lew@zones.com](mailto:Delon.lew@zones.com)

I'm originally from Hong Kong, I came to Seattle when I was 16 and earned a bachelor's degree of Business Administration from UW Foster Business School. It's a great pleasure to be able to support the new generation of talent and workforce from UW and ensuring each campus and department has the tools and systems to grow and learn!

**Zones is a certified Minority Business Enterprise (MBE) under the guidelines of the National Minority Supplier Development Council (NMSDC) with a punch-out catalog in Ariba.**

Zones has expertise in all things tech, bringing over 30 years of experience in assessing, designing, implementing, and managing end-to-end solutions for clients across industry verticals. With headquarters in Seattle and New York, technology solution centers across the U.S., and a presence in over 200 countries worldwide, Zones is ideally positioned to support customers in the same way we do some of the largest public sector entities.

[Zones LLC overview](#)

## Vendor Updates



### HEWLETT PACKARD UPDATES

**Meet Erin Sachs, new Account Manager Inside Sales, [erin.sachs@hp.com](mailto:erin.sachs@hp.com) | 505-415-710**

**Meet John Pexton, Account Manager Field Sales, [john.pexton@hp.com](mailto:john.pexton@hp.com) | 425-418-7311**

John Pexton and Erin Sachs are the dedicated account team for PC and Print product offerings from HP. We have an impressive line-up for 2022 and we are ready to engage and are available for meetings on campus to discuss new products. Of particular importance to consumers is sustainability and that is one of HP's main initiatives. Pexton adds, "Please reach out to team, Pexton/Sachs and HP. We are here to meet the needs of the University and its staff."



Shuttle Express has stopped shared van rides to the airport due to Covid. They are providing private transportation to the airport or return. Or you can



still charter vans. The link has changed for the UW discount- please use:

<https://shuttleexpress.com/portal-uw-general-booking>

Or call: 425-981-7000 or email: [guestservices@shuttleexpress.com](mailto:guestservices@shuttleexpress.com)

