

Procurement Services

Campus News & Information



September 2020

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SUPPLIER REGISTRATION FORM CHANGES ARE ALMOST HERE!

In preparation of UW Finance Transformation (UWFT), there will be some updates to the Supplier Registration Form (SRF) and supplier onboarding process on **Friday, September 25, 2020**. Please see the [For Suppliers](#) section of our website for updated guidance regarding supplier onboarding.

What is changing?

Coach your suppliers to provide your department's contact information!

- On Step 2 of the form, prospective suppliers must indicate that they anticipate doing business with UW. A new question will be available: **"Do you have a current department contact at the university?"**
 - Selecting "Yes" opens a text field where suppliers must enter the UW department contact's information, ensuring the supplier is onboarded.

New one-time check payment option!

- On Step 2 of the form, business entities now have the option for a one-time payment (similar to the option Individuals have through P2I). A new question will be available: **"Are you requesting a single payment with no continued business?"**

Training Info.

- Oct. 7th Webinar
“eReimbursements”

Search Report Link

- New Report Link on
Procurement
Homepage

- Selecting “Yes” allows for a single payment by paper check to be made to the supplier once the TIN has been verified, and their information will be removed from UW’s supplier database; this option will allow for businesses who do not accept payment by Procard to have their onboarding fast-tracked for a one-time payment.

Suppliers will identify the types of goods or services they provide!

- On Step 8 of the form, there will be a list of goods and services commodities for suppliers to choose from in categories such as MRO/Facilities, Sciences, IT, Services, and Events.

Does your department need a Blanket Purchase Order (BPO)? If so, please complete the [Ariba Network Registration Request](#) webform. **If not, your supplier does not need to join the Ariba Network!**

- Your department can proceed with Non-Catalog Purchase Orders or Non-PO Invoice payments in Ariba as needed without the supplier joining the Ariba Network.

Why make these changes?

In an effort to reduce the difficulty of future data transfer from our current legacy systems to the new financial systems coming in 2022, we are attempting to edit the supplier database, reduce supplier onboarding for one-time payments and avoid onboarding suppliers not actively doing business with the University of Washington. We believe these changes will both support campus with their daily needs, as well as prepare the university’s supplier database for transition for UW FT.

Additional best practices for a frequently asked question...

Do I need to onboard my supplier? - Short Answer: Not always!

- Please guide your staff to using [UW contracted suppliers](#), especially those with punch-out catalogs in Ariba, or to suppliers already active in [UW Supplier Search](#).
- Know when it is appropriate to use your department’s Procard. For some one-time purchases where allowable, requesting a card limit increase is more efficient than to onboard a new supplier; see the [ProCard](#) webpages for more information and contact the ProCard team for assistance at procard@uw.edu.

For additional questions about the supplier registration updates or purchasing best practices, please contact our Procurement Customer Engagement team at pcshelp@uw.edu.

We look forward to working in partnership with you to ensure a smooth transition throughout UW Finance Transformation!

NEW CONTACTLESS COMPUTER CONFIGURATION OPTION IS NOW AVAILABLE

A new computer configuration option for new computers — [UW Autopilot](#) — is now available for automating the setup and preconfiguration of Windows 10 computers, allowing them to be initially configured without the need for an IT professional to manually configure the computer on campus.

Because the entire solution is cloud-based, UW staff working remotely can more easily set up their computers, ready to use, with security settings, Microsoft 365 Apps, Husky OnNet virtual private network (VPN), [and more](#). This new option is being offered by UW Information Technology as part of our efforts to support remote work.

How does Autopilot work?

Autopilot is triggered on the first boot of enrolled computers that have Windows pre-installed. With UW Autopilot, a Windows 10 computer is automatically configured and ready to use. The computer is hybrid joined to NETID Active Directory (specifically, to a new Autopilot OU) and UW Azure AD, meaning that signing in to the computer will be with UW NetID and password.

Enroll computers for Autopilot

You can order new computers from CDW-G in Ariba and select Autopilot in the ordering process.

If you're interested in enrolling a device in Autopilot and then, setting it up via Autopilot, visit:

1. [How to enroll a device for Autopilot](#)
2. [Autopilot setup process](#)

Questions? Email help@uw.edu with "Autopilot" in the subject line.

HOME OFFICE FURNITURE OPTIONS AVAILABLE FROM HERMAN MILLER FOR FACULTY, STAFF AND STUDENTS

Here's how to do it. Go to, [Herman Miller's Work from Home Offerings](#) and select "OFFICE" at the top of the page. Use the drop-down menu and select "HOME OFFICE" and then, you can select any of the products reflected under this tab and receive the UW discount.

Once you have placed your items into the cart, hit "VIEW CART" and put your discount code onto the discount line on the left side of the page. This

will automatically deduct the discount dollar amount and show you the bottom line pricing for each of your items.

****You will receive white glove service for items that require assembly (such as a height adjustable table) and items like seating will be delivered to a location as close to or, on your doorstep. Viola! You receive Herman Miller's high-quality furniture pieces at your home and it's as easy as any other purchase you would customarily purchase online.**

For additional information or questions, contact:

Sam McNabb with Herman Miller: sam_mcnabb@hermanmiller.com | mobile: 206-849-4488

Conner McKinley: cmckinley@catalystactivation.com | mobile: 323-842-0722.

ARIBA INFO.

TOKEN EXPIRED ISSUE IN ARIBA

There is currently an issue that occurs when buying items from our catalog suppliers in Ariba. When checking out of the catalog back to Ariba to complete your purchase order, you may receive a "Token Expired" message. The error is most frequently occurring when using Chrome as your browser.

To resolve the issue you need to clear the cache on your browser. This will allow you to make a one-time purchase before receiving the message, again. If you are going to be making purchases from more than one catalog supplier, it is recommended that you switch browsers to Firefox or Internet Explorer.

If you want to continue to use Chrome, you will need to follow the steps below, for each new requisition:

1. After successfully checking out of the catalog and back into Ariba, complete and submit your order or save it.
2. Before creating a new requisition and selecting a new catalog, you will need to clear your cache and also, close out of Ariba and close the tab you were using. Then, open a new tab and Ariba session. Do Not open a new tab of Ariba without closing out of the previous session or you will encounter issues.

We have reported the issue to Ariba and they are working on the problem but at this time, we have no timetable for a fix.

Our best recommendation is that if you have multiple orders to place with a catalog supplier in Ariba, that you use a browser other than Chrome.

Please watch the News section on the Ariba home dashboard for updates.

PROCARD INFO.

PROCARD ACTIVATION UPDATE

There is a new and easier way to activate your Procard. You may also sign up for mobile, voicemail and or email alerts for fraud notifications. Along with this new link, it allows cardholders the option of added security by setting a pin for their Procard. The PDF instructions will be attached to the email notification you receive when your card is mailed.

<https://ccportal.jpmorgan.com/ccportal/login>

New cardholders still need to set up their account in PaymentNet. Instructions are included in the email.

The information is on our website at <https://finance.uw.edu/ps/how-to-buy/procurement-card>.

For questions, please email procard@uw.edu.

TRAINING INFO.

NEW WEBCAST TRAINING IN OCTOBER

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

"eReimbursements" – October 7, 2020, 10 AM to 11 AM

This webcast will focus on:

- ✓ What to Know Before You Begin
- ✓ What is NOT Allowed on eReimbursement
- ✓ Documentation
- ✓ Approval Process
- ✓ Best Practices

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

SUPPLIER SEARCH REPORT LINK

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. Below these sections is a row of icons for various services: UW CONTRACTS SEARCH, PROCARD, TRAINING, TAXABILITY GRID, FORMS, and SUPPLIER SEARCH REPORT. A yellow arrow points to the SUPPLIER SEARCH REPORT icon, which is highlighted with a yellow border.

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**

[PROCUREMENT SERVICES](#)

[ARIBA BUYING](#)

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

Customer Service: pcshelp@uw.edu

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