

Procurement Services

Campus News & Information



September 2021

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Important Update for Suppliers, Vendors and Contractors Regarding Vaccine Requirement

On September 9th, we communicated with the University of Washington's supplier community to notify all suppliers, vendors, and contractors of the Governor's recent [COVID-19 Vaccination Requirement Proclamation 21-14.1](#).

All suppliers, vendors and contractors working on-site at any UW facility are required to be fully vaccinated against COVID-19 or receive an approved exemption no later than Monday, October 18, 2021, and to [complete and return the COVID-19 Vaccination Requirement Declaration form](#).

In addition, we request all units to:

- Actively communicate with any providers of goods and services, to make them aware of this requirement and direct them to the [online resources](#).
- Prior to scheduling any supplier, vendor or contractor visit to a UW location, ensure the company has completed the required declaration by [confirming they are listed on our website](#).

All suppliers, vendors or contractors of the University of Washington are responsible for 1) determining whether the Proclamation applies to them and

- **Small Business Supplier Profiles – Systems Source, Inc.**

2) ensuring their representatives, including employees and subcontractors, comply with this requirement.

Please note that while Procurement Services' guidance is intended for suppliers, vendors and contractors, that the Proclamation may apply to other goods and service providers or volunteers in an educational setting. We encourage all units engaging in in-person activities to read the definitions for "workers" (page 8) and "on-site contractors/volunteers" (page 11); the vaccination requirement may apply to others beyond those contacted by Procurement Services and featured on our online list.

PRAXAIR DISTRIBUTION INC. PRICE ADJUSTMENT

Praxair Distribution Inc. will implement a price adjustment effective 09/01/2021; pricing will increase 5% on all contracted items.

Should you have any questions, please contact Elizabeth Rose, Territory Manager for UW, at Elizabeth.Rose@linde.com or 253-318-1960.

TOKEN EXPIRED ISSUE IN ARIBA

There is a persisting issue that occurs when buying items from Ariba catalogs using the Chrome browser which results in a "Token Expired" message upon checkout. The issue is related to recent security settings for the Chrome browser, and websites have varying degrees of responses to these changes, making the punchout shopping experience variable depending on which punchout catalog is being used.

To help with the issue, please try the following options: Clear the cache on your browser, which will allow you to make a single catalog purchase before receiving the message, again. When making purchases from multiple catalogs, it is recommended to switch browsers to Firefox or Internet Explorer for a better punchout shopping experience.

If you must continue to use Chrome as your preferred browser, you will need to follow these steps for each new Ariba punchout catalog 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, clear your cache and close the Ariba tab you were using. Next, open a new tab and start a new Ariba session. Do not open a new tab of Ariba without completely closing out of the previous session or you will encounter issues.

LOOKING FOR FEEDBACK

We're asking everyone who "has bought or wants to buy some IT stuff" to take a short survey.

"We" are from UW Procurement Services, UW-IT project reviews, and a few computing directors from academic units. Procurement and UW-IT have been working together over a year, looking at all the steps to get from someone's idea of what IT they need, through vendor selection, contract negotiation and getting the solution delivered. This year, we asked the computing directors to join in and they are providing great insight and ideas.

Now, in our collaboration, we want to reach out for more information and improvements from a larger audience, and that includes you. Please take a few minutes to respond and offer ideas where we can do better supporting you. Your comments will be incredibly valuable as we pull together improvements to implement. Thank you!

Survey link:

<https://docs.google.com/forms/d/e/1FAIpQLSfIJC0Mb2XgWSkbyBv72iizmrtXqMRUD9dxLackYhCyCJTVQ/viewform>

Hi, TRAVEL EXPERTS!

The UW Sustainability Office is conducting a survey for staff and faculty to better understand attitudes towards sustainability in the travel space to help shape UW sustainability goals. Estimated time is 10 minutes to complete. Your input would be greatly appreciated!

The survey can be accessed now using the following link, and will be made available until October 15th @5PM: [Catalyst WebQ \(uw.edu\)](#).

If you have any questions regarding the survey, please reach out to **Maggie Yuse** from UW Sustainability: myuse@uw.edu.

Stay healthy and safe!



travel@uw.edu

206.543.5858 or UW ext. 35858

SMALL BUSINESS SUPPLIER PROFILES –

Systems Source, Inc. - Meet Mille Blaakman, Account Manager

Before joining Systems Source, Inc., Millie worked in the public sector, public utility, higher education, commercial real estate, CEO suites, and travel industries. Millie joined the contract furniture industry and became addicted! She has been fortunate to live and work in 6 cities working with all 5 main contract furniture lines in the past 22 years. This experience provides her with the understanding of cultural, climate and industry differences.

Millie's vision, creativity and passion assist in the creation of spaces to unleash the human potential and assures the design intent comes to life, and on time. She has handled projects of all sizes to include, but not limited to T.I. and new construction projects in higher education, military, healthcare, and corporate projects. Millie's attention to detail and organization are beneficial to all parties working with her.

She enjoys meeting with clients and exceeding their expectations. She comes to Seattle from her most recent city in Western New York to spend time with her 2 adult children and 3 grandchildren.

Contact Millie at UWRequest@systemssource.com if you have furniture needs or questions about the products available in the Systems Source Ariba catalog.