Welcome!

> Housekeeping
> Tools we’re utilizing during this forum:
  – Poll Everywhere
  – Webcast (Zoom)
Forum Agenda

> Welcome
> New to Procurement
  - Updated Payment Loop (Manual Payments) TC 50s, ERs
  - Ariba close contracts button
  - New: Foreign Supplier Registration
> In Development
> By Popular Demand
  - Supplier Registration Form
> Procurement News
  - Biennium 2019
  - Reminder and Introduction: State Required DES Training
  - Amazon Business Prime
> Our Campus Partners: UW Finance Transformation
> Q&A
> Closing
New to Procurement

Rachel Drapeau
Updated Payment Loop Information

> XP, XR, and ER payments now show payment information in Ariba
PDR: New Look and Feel

> New URLs – check your bookmarks!

https://finance.uw.edu/ps/reporting-tools/procurement-desktop-reports-pdr
<table>
<thead>
<tr>
<th>Folder</th>
<th>Title</th>
<th>Report ID</th>
<th>Description</th>
<th>Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchant Services</td>
<td>2 reports</td>
<td></td>
<td>Invoices received into Accounts Payables but have not been processed. To cancel an invoice because it should not be paid, or because it’s a duplicate, send an email to <a href="mailto:rfp@uw.edu">rfp@uw.edu</a> with an explanation and request the invoice is “NPTU” (not put through). You do not need to work through the buyer when requesting to not pay an invoice. NOTE: This information is as current as yesterday.</td>
<td>3/18/2019</td>
</tr>
<tr>
<td>Procurement - PDR</td>
<td>15 reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>2 reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Received Invoices</td>
<td>CAMPUSS003</td>
<td></td>
<td>3/18/2019</td>
</tr>
<tr>
<td></td>
<td>Warrant Register</td>
<td></td>
<td></td>
<td>4/12/2019</td>
</tr>
<tr>
<td></td>
<td>Central Travel Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spend by Department</td>
<td>CTA0003</td>
<td>This report is to track spending patterns and review usage within the department to help identify any possible compliance/misuse issues of department’s resources. This report is not intended to replace any required documentation for transactions. Departments are encouraged to review transactions listed in this report to ensure compliance with all State, UW, and Department travel policies and procedures.</td>
<td>3/27/2019</td>
</tr>
<tr>
<td></td>
<td>Transaction Details by Account</td>
<td>CTA0001</td>
<td>Detailed spending data for the selected CTA account(s) over the entered date range. The organization code is the department that issued the account(s). Users can utilize this report for account(s) spending analysis.</td>
<td>3/27/2019</td>
</tr>
<tr>
<td></td>
<td>Transactions by Category and Account</td>
<td>CTA0002</td>
<td>Detailed spending data for the selected account(s) by various categories. The organization code is the department that issued the account(s). The report identifies the transactions that may potentially be flagged as 'high risk' when the State travel compliances are not met. These transactions are often subject to an audit. &lt;br&gt;&lt;br&gt;*Note: airline and conference registration are not subject to high risk, but are included for possible auditing purpose.</td>
<td>3/27/2019</td>
</tr>
<tr>
<td>Contracts</td>
<td>1 report</td>
<td></td>
<td></td>
<td>4/18/2019</td>
</tr>
<tr>
<td>UW Contracts Search</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procured Audits</td>
<td>8 reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cardholder Details</td>
<td>PROCARD0003</td>
<td>This report is developed for departmental use to track spending patterns and review Procard use within the department to help identify any compliance issues or misuse of department’s resources. It is not intended to replace required documentation for retention purposes. The report provides transactions made on individual’s Procard account. The report provides monthly activity and a trend line to identify the card holder’s purchasing habits.</td>
<td>3/27/2019</td>
</tr>
</tbody>
</table>
To use the Close Contract button:
• All invoices must have a status of Reconciled or Rejected
• The button may not appear if the BPO has already partially closed

The Close Contract button will:
• Remove the Open Balance from your budget
• Not require re-approval of a new version of the Contract Request
• Prevent suppliers from submitting additional invoices
Foreign Supplier Registration

> Campus completes our Foreign Supplier Registration Form to give foreign suppliers a secure one-time registration link

> Suppliers fill out their own registration forms
  - Our web page linked below details the exact information suppliers need to provide

> Once the form is submitted, the supplier & department receive a confirmation email

> Central Office processes within 2-3 business days

[https://finance.uw.edu/ps/how-buy/foreign-supplier-purchasing](https://finance.uw.edu/ps/how-buy/foreign-supplier-purchasing)
In Development

Rachel Drapeau
In Development

> Ongoing smaller projects
  - Biennium
  - Ariba maintenance and compliance updates

> Ariba enhancements will be limited to compliance and security related issues only, along with any functionality fixes starting August 16th

> Provide ongoing and additional resources to UWFT efforts
By Popular Demand

Rachel Drapeau
By Popular Demand:

> Domestic Supplier Registration
> Foreign Supplier Registration (New to Procurement)
> UWFT (Campus Partner Presentation)
When is a Supplier Registration Form needed?

> Brand New suppliers
> Suppliers that we have not done business with in two years or more
> Suppliers with new or unmatched tax IDs

......Why?

> To facilitate payment (outside of Procard payments)
> IRS Tax reporting
> Compliance with federal, state, and local law requirements
Supplier Registration Form (Overview)

- **Supplier Registration Form**
  - Available to Place an Order: 2 business days
  - Partially Onboarded UW Supplier: Available for Non-Catalog

- **Tax ID No. Verified with IRS**
  - 7 business days
  - Fully Onboarded UW Supplier: Available for Non-PO Invoice

- **Enrolls for Electronic Payments**
  - 2-4 weeks*
  - Available to Make a Payment

- **ARIBA Network Enablement**
  - 1-3 weeks*
  - Supplier Transacting Electronically: Available for BPO

- **Transacting on ARIBA Network**
Supplier Registration : Central Office Responsibilities

- Process the Supplier Registration Form (SRF) in 2-3 business days
- Create supplier numbers
- Vet SRF information with the IRS
- Coordinate payment registration with our banks
- Link suppliers to UW from the Ariba Network
Supplier Registration: Supplier Responsibilities

To complete the onboarding process and receive orders and payment from UW, Suppliers need to:

> Complete and submit the SRF
> Respond to Procurement Services if there are any issues or questions with the tax information provided in the SRF
> Complete payment registration
> Complete Ariba Network registration (If a BPO is needed)
Supplier Registration: Campus Responsibilities

- Check the UW Contracts Search and Supplier Search and use already registered suppliers
- If campus cannot fulfill their needs from our current supplier database, let the supplier know that they will need to register 2-4 weeks before goods or services are needed
- Determine if a BPO is needed for your purchase and coordinate this with your supplier (BPO requires Ariba Network registration)
- Reach out to Procurement for any purchases or projects over $10,000+ not already on contract
Supplier Registration: Campus Tips & Tricks

- Start early! Make time for the registration process.
- Check the UW Contracts Search and Supplier Search before making a purchase.
- Reach out to Procurement for any questions you have before making a purchase.
- Check in with supplier frequently (Payment status, Ariba enablement status if needed).

![Diagram showing the process of supplier registration and timelines for various steps such as Tax ID No. verification, enrollment for electronic payments, and network enablement.](image-url)
Procurement News

Rachel Drapeau
Biennium Page
Biennium – Key Points

> 2019-2021 Biennium budgets will be available in Ariba on July 8th
   - Ariba will not be available over the weekend (July 6-7) for updates

> Check your budget preferences after the new biennium as old budgets will be removed from Ariba

> We have posted cut-off and payment information for Procurement systems and processes

“Changing Preferences” Tutorial: https://finance.uw.edu/ps/resources/training/tutorials#Useful%20Tools
Biennium Webpage: https://finance.uw.edu/ps/reports-reconciliation/bienniumclose
Washington State Mandate: DES Training

> Washington State training for any staff performing procurement-related duties

> Course requirements and additional information can be found on the DES web page below

> Our DES training contact:
   Sundae Delgado
   sundae.delgado@des.wa.gov

DES Procurement Site: https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development

UW DES Site: https://finance.uw.edu/ps/DES-training
Amazon Business Prime

> Free 2 day shipping on all Prime eligible items

> Amazon Business Prime accounts are centrally funded – no cost to the department

> See our website below for more information on setting up your account

> Email: AmazonBusiness@uw.edu

https://finance.uw.edu/ps/amazon-business
UW Finance Transformation

Finance Transformation Team
BUILDING TOWARDS FINANCIAL TRANSFORMATION

Since the Roadmap for Administrative Systems Modernization in 2008, UW has been on a path towards Financial Transformation, which each stepping stone building on the last.
Focus on **business transformation**, not simply technology.

Scope, schedule and budget: If you change one, you impact all.

Engage the right people at the right time.

Focus on end-to-end processes.

Value voice, collaboration and the courage to course correct.

Leadership and Program Team speak with one voice.

Maintain UW commitment and momentum when turnover occurs.

Focus on reporting early.

Focus on operating model early.

Be candid and transparent about opportunities and challenges.
1. ERP System Replacement
Low degree of transformation. Lift and shift existing technology. Limited redesign of existing processes. Operating model remains intact.

2. ERP Impacted Process Redesign
Medium degree of transformation. Cloud capability leveraged. ERP-impacted processes standardized, with corresponding change to operating model.

3. End-to-End Process Redesign
Medium – High degree of transformation. All Supply Chain and Finance processes standardized. New operating model established with ERP enablement.

4. Automation and Complete Consolidation of Services
High degree of transformation. All Supply Chain and Finance redesigned to leverage a leading operating model for transaction processing. Unified shared service(s), irrespective of ERP.
UWFT GOVERNANCE STRUCTURE

Sponsor Team

Program Leadership Team

Core Transformation Team

Technical Leadership Team

Program Team

Board of Deans & Chancellors

Accounting Advisory

Process Transformation Teams

UW Medicine Advisory

Technical Advisory

Faculty Advisory

*Administrative leadership for program team is VP Finance
FIRST IMPRESSIONS OF PROCUREMENT IN WORKDAY

> Intuitive user interface
> Ability to maintain controls, routing, and audit capabilities
> Everything tracked in one system
> Ability to administer pro-card, upload documents and reconcile transactions in Workday
> Visibility of spend graphics
> Ability to avoid duplicate payments and better tracking on travel authorizations
INFORMING WORKDAY’S PROCUREMENT AND SUPPLY CHAIN DESIGN

> UW hosted 2-day series of workshops related to Procurement, Travel & Expenses and Accounts Payable to begin to demo Workday functionality

> An additional workshop for Supply Chain is scheduled for 5/22

> We have already begun to engage with Workday to formalize a regular rhythm for collaborating on current and future state design needs

> In the coming months and years, the UWFT program will continue engaging with UW’s procurement and supply chain SMEs to inform and shape this part of UWFT
UPCOMING OPPORTUNITIES FOR PARTICIPATION

> Provide and encourage Subject Matter Experts to support workshops, decision making, review of decisions
> Resources to review outputs of each of the 9 end-to-end processes and the Foundation Data Model; smaller units need to rely on others for input
> Business and IT owners for each system will also be required to provide input to the system inventory analysis and support analysis for the system remediation/retirement strategy
> Faculty participating in faculty focus groups
> Additional effort is also being scoped for activities that each unit will need to prepare for Implementation
THANK YOU!
Q&A

> Please silence phones (in person and remotely, if calling in)
> For those remotely: Please send us questions through chat
> If you have a detailed, specific, question – email pcs.help@uw.edu
In Closing

> Want to hear more? Subscribe to our newsletter at: https://finance.uw.edu/ps/resources/news-and-outreach

> We will post slide content and our recording appx. one week after the forum

> We will see you November 2019!