Exception Item Ordering in eProcurement

Course Objectives

At the end of this presentation, users will:

- Understand what it means to order Exception Items through eProcurement
- Know the activities they need to complete in advance for certain Exception Items, such as getting written approvals and/or gathering required documents
- Know where to go to get more information about ordering Exception Items in eProcurement
Topics

• What is Exception Item Ordering in eProcurement?
• What Does This Replace?
• What is the Impact to eProcurement and PAS?
• What Types of Items are on the Exception List?
• What to Know Before You Begin
• Where to go to Get More Information

What is Exception Item Ordering in eProcurement?

• Exception Item Ordering in eProcurement is the ability to order items and services that used to be available only through the legacy Purchasing Accounting System (PAS)
• Orders for these goods and services can be placed through the following eProcurement (Ariba) buying modules:
  • Catalog Ordering
  • Non-Catalog Ordering
  • Blanket Purchase Orders (BPOs)
• Payment for these goods and services IS NOT available through the following eProcurement payment modules:
  • Non-PO Invoice
  • Payments to Individuals (P2I)
  • eReimbursements
What Does This Replace?

- Purchasing of these Exception Items in PAS will be replaced by ordering through eProcurement

What is the Impact to eProcurement?

- Preparers are **required** to answer a new question in the Catalog Ordering, Non-Catalog Ordering and BPO buying modules that asks: **Is this item listed on the exception item list?**
- If the answer is **Yes**:
  - Preparers are prompted to select the exception type from a pre-defined list
What is the Impact to Campus Users?

- Preparers are now **required** to answer the Exception question for any order (Catalog, Non-Catalog, or BPO) **even if it is not an Exception Item purchase**
- If they answer “Yes”, then based on the exception type, eProcurement might:
  - Ask certification questions and/or ask the preparer to attach documents before submitting the request for approval
  - Set specific account codes and/or add special approvers
  - Ask additional questions to:
    - Alert users to restrictions on which departments can place the order
    - Tell users to stop processing the order in eProcurement and seek assistance elsewhere

What is the Impact to PAS?

- Orders that are placed in PAS for these Exception Items will be cancelled and users will be asked to place the orders through eProcurement instead
What Types of Items are on the Exception List?

- Automated External Defibrillators (AED)
- Biological Safety Cabinets
- Blood, Blood Serum and Platelets
- Cadavers, Organs, and Other Human Tissue
- Charters - Vessels (Boats), Aircraft and Bus
- Construction and Building Alteration, Modification, and Repairs
- Firearms, ammunition, explosives
- Fume Hoods
- Lab Refrigerators/Lab Freezers
- Live Animals, Custom Animal Antibodies, Non-Preserved Animal Organs and Tissue
- Radioactive Chemicals/Materials/Equipment
- Resale Items
- UW Logo and/or Trademark Usage
- XRay/Lasers

For more details and the current list, visit [http://f2.washington.edu/fm/ps/how-to-buy/exception-items](http://f2.washington.edu/fm/ps/how-to-buy/exception-items)

What to Know Before You Begin

We will discuss each item to the right to help you understand what you need to know before you begin

- Order & Item Information
- Exception Information
- Exception Approvers
- Auto-Selected Account Codes
- Attaching Required Forms and Documents
- Exception Certifications
- Exception Restrictions
- Supplier Requirements
Order & Item Information

Know what you want to buy
Have the item information ready before placing the order

- Item Description
- Commodity Code(s)
- Supplier Name
- Supplier Part Number
- Quantity
- Unit of Measure
- Price per unit
- Account Code(s)
- Budget Number(s)

Commodity Codes are universal, standard classification codes for products and services used to detail where money is spent within a company. Please visit the Commodity Codes web page to learn how to search for these codes:
http://f2.washington.edu/fm/ps/how-to-buy/commodity-codes

Account Codes are six digit numbers used by the UW to categorize expenses made on a budget. They can be researched on the Object codes web page:
http://f2.washington.edu/fm/fa/references/object-codes

Exception Information

- Carefully review the details for the Exception Item in the Exception List on the Procurement Services Website
http://f2.washington.edu/fm/ps/how-to-buy/exception-items

- Visit and review links in the Exception Item description to ensure you understand the purchasing policies, procedures and requirements for that specific exception type

- Ensure you collect all of the necessary approvals and documentation before you initiate your request
**Exception Approvers**

- Selection of some Exception Items will add an Exception Approver to the approval flow
- Exception Approvers are added after Compliance Approvers, Budget Approvers and Funding Approvers
- Below is an example approval flow for an Exception Item that has an Exception Approver

```
Preparer ➔ Budget / Org Approver ➔ Funding Approver 1 ➔ Exception Approver ➔ Order sent to Supplier
```

- Below is an example approval flow for Exception Items that DO NOT have an Exception Approver

```
Preparer ➔ Budget / Org Approver ➔ Funding Approver 1 ➔ Order sent to Supplier
```

**Which Exception Items Have Exception Approvers?**

<table>
<thead>
<tr>
<th>Exception Item</th>
<th>Exception Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automated External Defibrillators (AED)</td>
<td>AEDAApproval</td>
</tr>
<tr>
<td>Custom Animal Antibodies</td>
<td>CustomAnimalAntibodies</td>
</tr>
<tr>
<td>Biological Safety Cabinets</td>
<td>BSCCabinetApproval</td>
</tr>
<tr>
<td>Blood, Blood Serum and Platelets</td>
<td>Goods&amp;ServicesApproval</td>
</tr>
<tr>
<td>Cadavers, Organs, and Other Human Tissue</td>
<td>Goods&amp;ServicesApproval</td>
</tr>
<tr>
<td>Construction and Building Alteration, Modification, and Repairs</td>
<td>Goods&amp;ServicesApproval</td>
</tr>
<tr>
<td>Firearms, ammunition, explosives</td>
<td>Goods&amp;ServicesApproval</td>
</tr>
<tr>
<td>Fume Hoods</td>
<td>FumeHoodApproval</td>
</tr>
<tr>
<td>Radioactive Chemicals/Materials/Equipment</td>
<td>RSAApproval</td>
</tr>
<tr>
<td>XRay/Lasers</td>
<td>RSAApproval</td>
</tr>
</tbody>
</table>
Auto-Selected Account Codes

• Selection of some Exception Items will automatically select an Account Code
• The Auto-Selected Account Code is required and cannot be changed for the Exception Type

Which Exception Items Have Auto-Selected Account Codes?

<table>
<thead>
<tr>
<th>Exception Item</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charters</td>
<td>033700</td>
</tr>
<tr>
<td>Resale Items</td>
<td>059800</td>
</tr>
<tr>
<td>Radioactive Chemicals/Materials/Equipment</td>
<td>053200</td>
</tr>
</tbody>
</table>
Attaching Required Forms and Documents

- Selection of some Exception Items will require the preparer to:
  - Attach supporting documents to the request
  - Answer a question to certify that the documents are attached
- The types of supporting documentation include:
  - Current versions of required forms with signatures
  - Documentation of pre-approval to purchase services

- The following document types may be attached in eProcurement:
  - txt, csv, xls, xlsx, doc, docx, dotx, potx, ppt, pptx, ppsx, sldx, xltx, pdf, ps, rtf, htm, html, xml, jpeg, jpg, bmp, gif, png, zip

File Size Limitations

- There is a 4 MB per document limitation.
- You can have multiple attachments as long as the aggregate file size does not go over 10MB per order.
- When scanning a document to attach to an order, be mindful of the image resolution and document size you use.
- You can also compress files before attaching them.
### Which Exception Items Require Attachments?

<table>
<thead>
<tr>
<th>Exception Item</th>
<th>Attachment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automated External Defibrillators (AED)</td>
<td>• Completed AED Purchase Form</td>
</tr>
<tr>
<td>Biological Safety Cabinets</td>
<td>• Biological Safety Cabinet Request to Purchase or Relocate Form</td>
</tr>
<tr>
<td>Blood, Blood Serum and Platelets</td>
<td>• Biological Use Authorization Application</td>
</tr>
<tr>
<td></td>
<td>• Materials Transfer Agreement (MTA) if applicable</td>
</tr>
<tr>
<td>Cadavers, Organs, and Other Human Tissue</td>
<td>• Biological Use Authorization Application</td>
</tr>
<tr>
<td></td>
<td>• Materials Transfer Agreement (MTA) if applicable</td>
</tr>
<tr>
<td>Construction and Building Alteration, Modification, and Repairs</td>
<td>• Authorization from facilities to contract out for the services</td>
</tr>
<tr>
<td>Firearms, ammunition, explosives</td>
<td>• Approval to purchase a firearm, ammunition, and/or explosives from UW Police Department</td>
</tr>
<tr>
<td>Resale Items</td>
<td>• Copy of UW Reseller Permit obtained from the Tax Office</td>
</tr>
</tbody>
</table>

### Exception Certifications

- Each eProcurement Exception Item has at least one Exception Certification question that you must answer before the system allows you to submit the request.

**IMPORTANT**
By submitting a response to the exception question within eProcurement you are certifying that all information you have provided is true and correct to the best of your knowledge.
What are Some Examples of Exception Certifications?

<table>
<thead>
<tr>
<th>Exception Certification</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certify that you have attached a specific document</td>
<td>For Resale Items – “By checking this box, I certify that I have attached my resale UW certificate to my order”</td>
</tr>
<tr>
<td>Certify that you have reviewed published information</td>
<td>For Lab Refrigerators – “By checking this box, I certify that I have reviewed the safety information published by EH&amp;S and agree to order required safety stickers and affix such stickers to the purchased refrigerators and freezers</td>
</tr>
<tr>
<td>Certify that you are purchasing from a supplier that meets certain criteria</td>
<td>For UW Logo – “By checking this box, I certify that the purchase of products with a UW logo or trademark is made with a supplier approved by UW Trademarks and Licensing”</td>
</tr>
</tbody>
</table>

Exception Restrictions

- Selection of some Exception Items will:
  - Alert preparers to restrictions which limit order placement to certain departments
  - Tell preparers to stop composing the requisition or contract request in eProcurement and seek assistance elsewhere
### Which Exception Items Have Restrictions?

<table>
<thead>
<tr>
<th>Exception Item</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Animals</td>
<td>The user preparing the request must be from the Department of Comparative Medicine or the Washington National Primate Research Center (WANPRC)</td>
</tr>
<tr>
<td>Construction and Building Alteration, Modification, and Repairs</td>
<td>The request cannot be processed in eProcurement if the University does not own all space to be modified</td>
</tr>
</tbody>
</table>

### Supplier Requirements

- Suppliers must be registered with the University of Washington
- Suppliers must be available in eProcurement
- For BPOs, suppliers must also be on the Ariba Network

**IMPORTANT**

Use the **Supplier Search Procurement Desktop Report (PDR)** to determine the supplier status. To access the report, visit the Procurement Desktop Reports web page: [http://f2.washington.edu/fm/ps/tools-for-reconciling/pdr](http://f2.washington.edu/fm/ps/tools-for-reconciling/pdr)
Supplier Search PDR – Supplier Registration

- Suppliers are registered and fully onboarded with the UW if they are Available to Order and Available to Pay

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Available to Order</th>
<th>Available to Pay</th>
<th>eProcurement</th>
<th>Catalog</th>
<th>Contract</th>
<th>Ariba Network</th>
<th>Electronic Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNITED BICYCLE TOOL SUPPLY</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

Available to Order = Y + Available to Pay = Y = Supplier is registered and fully onboarded

Supplier Search PDR – Non-Catalog Orders

- Suppliers are available for Non-Catalog Orders if they are Available to Order, Available to Pay and in eProcurement

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Available to Order</th>
<th>Available to Pay</th>
<th>eProcurement</th>
<th>Catalog</th>
<th>Contract</th>
<th>Ariba Network</th>
<th>Electronic Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>WILCOX CONSTRUCTION INC</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

Available to Order = Y + Available to Pay = Y + eProcurement = Y = Supplier is available for Non-Catalog Orders
Supplier Search PDR - BPOs

- Suppliers are available for BPOs if they are Available to Order, Available to Pay, in eProcurement and on the Ariba Network.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Available to Order</th>
<th>Available to Pay</th>
<th>eProcurement</th>
<th>Ariba Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIKONE INC</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

Available to Order = Y + Available to Pay = Y + eProcurement = Y + Ariba Network = Y = Supplier is available for BPOs

For More Information...

- Visit the Procurement Customer Services Exception Item Ordering Web Page: http://f2.washington.edu/fm/ps/how-to-buy/exception-items
- If you have questions or need assistance, contact Procurement Customer Services by:
  - email: pcshelp@uw.edu or
  - Phone: 206-543-4500
In This Presentation We...

- Explained Exception Item Ordering in eProcurement
- Described what Exception Item Ordering replaces
- Described the impact of Exception Item Ordering to eProcurement and PAS
- Described the items that are on the Exception Item list
- Provided guidelines on what you need to know before you begin placing Exception Item Orders
- Provided guidance on where to go for information and additional resources