

UW Procurement Process

To Our Valued Vendors and Suppliers,

As you may recall from our March communication, the University of Washington is implementing Workday® Financials and Supply Chain. This is a follow-up message to provide more details about how your activities with UW will be impacted and what you will need to do when the transition is effective in July.

When is this happening?

On July 6, 2023, the University of Washington is replacing its current finance and procurement systems with Workday® Financials and Supply Chain. UW suppliers will begin using the new processes and system on that date.

What is changing?

The following are the highlights of what is changing:

- University of Washington's procurement systems are being retired
- Supplier contracts will move to the new systems
- University of Washington's purchase orders will have a new look
- Suppliers will issue invoices to UW in a new manner

Please visit the University's [dedicated supplier webpage](#) as we add additional details, job aids and FAQs.

What does this mean for you?

Leading up to the July 6 go-live, certain procurement processes will pause in order to transition to the new Workday system. Below are some key dates you need to know.

- **Purchase Orders**
 - **June 16:** University of Washington Academy will issue the final purchase orders from our retiring Ariba system.
 - **June 30:** University of Washington Medicine will issue final purchase orders from ASCS system

- **Supplier Invoices and Payments**

- **June 23–July 5:** University of Washington Academy and Medicine will pause processing of supplier invoices.
- **June 28–July 5:** University of Washington Academy and Medicine will pause issuing supplier payments.
- **July 6:** University of Washington Academy and Medicine will begin all procurement processes in the new Workday Finance system.

What should I do now?

Review the dates above with your sales and Accounts Receivable departments to ensure everyone is aware of this change and the timing of paused activities.

In the meantime, if you have any questions, please refer to the [For Suppliers webpage](#) for up-to-date instructions and information.

We thank you for your support and look forward to your continued partnership as we move forward.

Sincerely,

Ann Anderson, Associate Vice President, UW Finance

Erik Walerius, Chief Supply Chain Officer, UW Medicine

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