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UW Procurement Services

Supplier Transition to Workday Q&A

1. **I am an existing University of Washington Supplier, will my supplier profile be converted into your new Workday ERP system?**

   Active supplier records will be converted to Workday. Any NEW suppliers onboarded after Workday go-live will use the new Workday Supplier portal to register and create their profiles.

2. **When is this transition happening?**

   Purchase Orders

   - **June 16:** The 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 the processing of supplier invoices

   - **June 28 - July 5:** The University of Washington will pause issuing supplier payments

   July 6: The University of Washington Academy and Medicine will begin all procurement processes in Workday.

3. **Will resources be available to suppliers?**

   Procurement Services will continue to provide resources on its supplier-facing webpage on how to do business with the UW post-Workday go-live: https://finance.uw.edu/ps/suppliers

4. **Will the process to update or maintain our supplier information change?**

   Yes, the team that you contact will change. The Enterprise Supplier Administrators will manage all changes to your supplier file within the Business Systems Team.

5. **What will be the naming convention for Workday orders? (BPO, PO, or...?)**

   Orders that are converted to Workday will retain their original Purchase Order format and number.

New Workday-generated Purchase Orders will start with "PO" followed by the sequence of numbers. There is no difference between a standard purchase order vs. a blanket purchase order in terms of format.

UW Medicine generated Workday Purchase Orders will be formatted as follows:

- Airlift Northwest PO: PO-A-0000000001
- UW Physicians Network PO: PO-P-0000000001
- UW Med Primary Care Clinics PO: PO-C-0000000001
- UW Med Shared Services PO: PO-S-0000000001
- UW Medical Center PO: PO-U-000000001
- Harborview Medical Center PO: PO-H-0000000001

6. **How will suppliers receive new purchase orders as of July 6th, after the transition?**

Each company's transacting method could be different. If your company has been receiving POs by email, this is likely to continue. If your company has been receiving POs by EDI from UW Medicine, this is also likely to continue. If your company has been receiving POs through the Ariba Network, this will _not_ continue, and new POs in July will be sent by email.

7. **How would I invoice UW after Workday Go-Live?**

To optimize our invoicing solution, UW has subscribed to GHX eInvoicing. Effective 7/6/2023, all invoices* for issued purchase orders from UW should be emailed to: uwashington@ghxinvoicing.com

IMPORTANT: Portable Document Format (PDF) is the preferred document format to the above email address.

All invoices should comply with the UW's invoice requirements as stated under the Getting Paid section of For Suppliers | Procurement Services (uw.edu): https://finance.uw.edu/ps/suppliers

*This excludes some suppliers fully integrated with the GHX Exchange Network or has yet to be issued a purchase order.

8. **What is the process for handling open or past-due invoices?**

As a general practice, suppliers may submit questions regarding past due invoice via the pcshelp@uw.edu email, but please acknowledge that due to the volume of inquiries that our Customer Engagement team is likely to receive at this time, your patience will be greatly appreciated.

9. **How will an invoice not matching an order be handled?**

After Workday go-live on July 6th, an invoice that doesn't match a purchase order will require review, and the invoice may either be rejected or a change order to the purchase order may be required, so the invoice may be paid.

10. **How long will it take to issue a Workday replacement for an Ariba BPO that includes ongoing work?**

This will depend on the capacity of the department to create new purchase orders within Workday after July 6th. Any blanket purchase orders supporting ongoing services should be prioritized to avoid disruptions.

11. **Will M&E Certificates be attached to orders?**

M&E certificates will be attached to applicable Ariba Orders up to June 16th, and Workday orders beginning July 6th. UW Departments will not have access to Ariba after June 16th, but some orders may be placed by utilizing the ProCard.

All Machinery & Equipment tax exemption purchases require prior approval from the Equipment Inventory Office (EIO): EIO@uw.edu.

12. **How will credits and returns be handled for orders paid in Ariba, if the credit/return is issued after Ariba is closed down?**

Credits and returns after June 30 will be recorded in the month of the credit and return transaction. For example, if the return occurs in July, the transaction records to July in Workday.

13. **What should a supplier do if an invoice was generated against an Ariba Purchase Order/Blanket Purchase Order between June 23 (Ariba Invoice cut-off date during system freeze) and July 6 (Workday go-live)?**

Blanket Purchase Order (BPO): For invoices against a Blanket Purchase Order that starts with a BPO numbering sequence that did not meet the June 23 invoicing deadline, the supplier should email the invoice to the departmental contact so that the UW Department can submit the invoice in Workday via a Supplier Invoice Request process after July 6th.

Catalog Purchase Orders (both Punch-Out & Hosted): For invoices against a Catalog-issued Purchase Order that did not meet the June 23rd invoicing deadline, the Punch-Out catalog supplier(s) should forward the invoice to the departmental contact (on the Purchase Order) so that the UW Department can submit the invoice in Workday via a Supplier Invoice Request process after July 6th.

Non-Catalog Purchase Orders (NOT against a Catalog): For invoices against Purchase Order starting with an EI, *but NOT against a catalog,* that did not meet the June 23rd deadline, the supplier should email the invoice to Global Healthcare Exchange (GHX) for eInvoicing processing: uwashington@ghxinvoicing.com *AFTER July 6th.*

14. **Can the University commit to meeting Net 30 payment terms or other payment terms for unpaid Ariba invoices by the Ariba cut-off date?**

UW intends to comply with the agreed-upon original payment terms in accordance with its contract with the supplier. Due to the scale and scope of the system change, some payment delays may be unavoidable. Your patience and understanding will be greatly appreciated.