



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

PLEASE NOTE THAT NOT ALL TOPICS IN THIS NEWSLETTER APPLY UNIVERSALLY ACROSS ALL UW DEPARTMENTS AND MEDICAL CENTERS. ALWAYS FOLLOW YOUR OWN DEPARTMENT POLICIES.

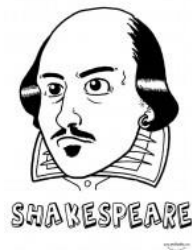
October 22, 2015

Volume 5, Issue 21

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Headline News



To BPO or not to BPO; Here is the Answer

Procurement Services has been working directly with departments, assisting them to convert all remaining open PAS orders to an eProcurement (Ariba) purchasing solution. An eProcurement (Ariba) Blanket Purchase Order (BPO) is a preferred purchasing tool used for these conversions.

Departments should initiate a BPO when:

- The goods or services are recurring purchases.
- The order involves variable dollar amounts and/or quantities.
- The goods or services on an order may change over time.
- The maximum order amount may need to be adjusted over time.
- The order has specific contract start and end dates.

In order for departments to be able to use BPO, their suppliers must be:

- Procurement Services Supplier Registration Lean 90-Day Report
- Reminders
- PS & RAA Open House Registration
- Procurement Services Fall Forum Registration
- DES Training FAQs
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Quick Links

[Procurement Services Website](#)

[Ariba Buying Portal](#)

[Newsletter Archive](#)

About Procurement Services

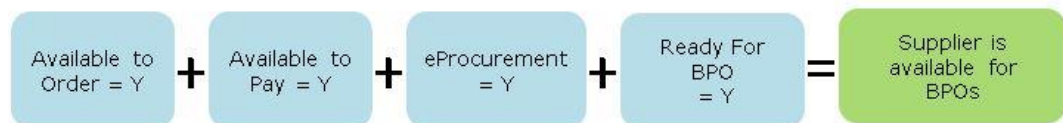
[Organization Chart](#)

[Mission Vision and Values](#)

- [Registered with the UW](#) (Available to Order and Pay) AND
- [Available in eProcurement](#) AND
- Ready for BPO

You can determine whether or not a supplier meets the criteria by using the [Supplier Search Procurement Desktop Report \(PDR\)](#). The report allows you to search by the *supplier name*, *starting letter of the supplier name* or *six-digit supplier (vendor) number*. Below is an example of how the report appears for a supplier that can be used for a BPO:

Supplier			Available to			Supplier Attributes				
Name	Number	Date Added	Order	Pay	eProcurement	Catalog	Contract	Ariba Network	Ready For BPO	Electronic Payment
SOLLERS GROUP	277548	5/21/2015	Y	Y	Y	N	N	N	Y	N



If you cannot find your vendor in eProcurement or the Supplier Search PDR, or if there is a "N" displayed for any of the PDR criteria, please visit the [Ariba Buying Portal](#). There are links to common questions and requests in its [Do you need help?](#) section.

Additional guidance is on the [Ariba Blanket Purchase Orders webpage](#) and if you have any additional questions, please contact [Procurement Customer Services](#) at 206-543-4500.



Did you hear? PAS is Closed for Requisitions

Thousands of PAS purchase orders have been converted or closed over the last nine months and now our current open orders are down to just a couple hundred. Procurement Services understands the complexities associated with the few remaining orders and we are working directly with departments to assist in these conversions.

Key Dates for the PAS Shutdown

- **September 30th** –This was the last day that new PAS orders were accepted and are now being redirected to an eProcurement purchasing method.

[Directions, Parking & Hours](#)

Contact Us

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- **October 15th** –All of the remaining PAS orders have closed unless Procurement Services has been contacted by a department to leave a specific order open for final invoice payment.
- **November** –Departments should be reviewing MyFinancial Desktop to ensure encumbrances associated with PAS purchase orders have been liquidated.
- **December 31st** – PAS purchasing functionality will be entirely closed for requisitions.

The period between October 1st and December 31st will be used to clean up the remaining invoices in preparation for the shutdown or PAS purchasing functionality.

Questions? Please contact [Procurement Customer Service](#) at 206-543-4500.



Planned Ariba Maintenance will Occur on November 2nd

On Monday evening, November 2nd at 5pm the eProcurement (Ariba) server will be down for planned system maintenance.

Ariba Outage Information:

Servers to go down: Monday 11/2 @ 5pm
Servers back online: Tuesday 11/3 @ 8am

Users will not be able to do any online eProcurement (Ariba) related work during this time period.



Required DES Procurement Training Includes ProCard Users

UW ProCard users are subject to Washington State's Department of Enterprise Services (DES) training requirements in addition to the mandatory UW ProCard training course. Under the procurement reform law (RCW 39.26.110) which became effective on July 1, 2013, DES requires all state employees whose jobs involve "developing, executing or managing procurement or contracts for goods and services", to fulfill certain training requirements in order to be able to continue performing their procurement duties.

To determine training requirements for your department go to the [DES Procurement Training webpage](#).



Procurement Services Supplier Registration Lean 90-Day Report

An integrated registration system, workflow milestones that are visible to all stakeholders, and a revitalized website: these are just a few of the improvements recommended by the Supplier Registration and On-Boarding Lean team at its 90-Day Report on September 22.

Each of the five working groups (kaizens) gave an overview of their findings, proposed actions, and lessons learned from the intensive Lean process. Slides from the presentation are available at <http://f2.washington.edu/fm/ps/supplier-onboarding-lean>.

More detailed reports are being forwarded to executive sponsors Ann Anderson, Mark Connelly, and Pramilla Chand, who will work with team leads to set a prioritized action plan. Watch for updates in coming newsletters.

Reminders



PS & RAA Open House Registration

Procurement Services and Research Accounting & Analysis will open the doors to their new location, inviting UW faculty and staff to their Roosevelt Commons 3rd floor **Open House** at 4300 Roosevelt Way on November 17th from 11-2 in the afternoon. For your pleasure, we'll have light refreshments and an eager staff anxious to greet new and long-standing UW friends/customers. We're looking forward to seeing you at our new location, which is a secured building so please bring your HUSKYCARD.

[Register for this event now](#). Registration is not a requirement to attend but it's very much appreciated by the planning committee.



Procurement Services Fall Forum Registration

Procurement Services fall forums have begun. We are sharing

up to date procurement news including the eProcurement implementation of Ariba's 9r2 upgrade and our continued progress in fine tuning eProcurement (Ariba) purchasing options in our journey with the shutdown PAS purchasing functions.

We'll have a short presentation providing updates and announcements and then we'll turn it over to our audience, for a rich and informative dialog. We have three remaining locations for these presentations at UW Tower, Health Sciences and the Bothell campus.

We look forward to seeing you all once again, so please go to the [Procurement Services Forum webpage](#) to register for a forum at a convenient venue near you.

Any questions or outreach requests, please contact [David Wright](#) at 206-616-7076.

DES Training FAQs



We are a large department, can we assign one training coordinator for each of our units?

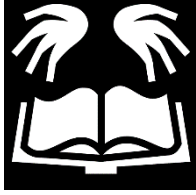
Yes, each school or department can decide on how to best manage the enrollment process that makes the most sense to them, including assigning multiple coordinators within their organization.

How do we manage the State required training for our incoming new employee?

Each school/department should include the state required training as part of their new employee onboarding and orientation process to assure the continuity of meeting this requirement. The designated training coordinator can simply send a new enrollment form to Ms. Cheryl Shaw at the State of Washington DES to add any new employees as needed.

[Review other DES Training FAQs](#)

Procurement FAQs



Are per diem rates applicable to catering events?

Meals are held to the state required per diem rate. If there are any additional charges, they can be charged to a discretionary funding source only when approved by a Dean or Vice President. Keep a record of the number of attendees of the event. If the cost goes over the per diem rate, also keep a justification of why that supplier was chosen.

How do I look for my BPOs in Ariba?

- Search for **Contracts**, and enter the BPO reference number (BPOxxx) in the Contract ID field.
- For **Contract Requests** (BPOs that have not yet been approved), search for Contract Requests and enter the CR reference number in the Contract Request ID field.

[Review other procurement FAQs](#)

Green U News



Plan your Fun at SustainableUW

SustainableUW Festival events to look forward to include:

- [Huskies for Humanity: UW and the Duwamish River](#) on Wednesday, Oct. 28
- [Husky Highlight: Energy and Innovation](#) with researchers from the Molecular Engineering & Sciences Institute (MoIES) and the Clean Energy Institute (CEI) on Thursday, Oct. 29
- **UW Sustainability and Integrated Design Lab:** [Campus as a Living Lab](#) exhibit opening reception at the Bullitt Center on Oct. 30
- For more information on these and all of the events happening throughout the festival week, visit green.uw.edu/festival/events.

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