



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.

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Headline News

DES Procurement Training Update

As you have probably heard from previous newsletter or spring forum announcements, you know that under the procurement reform law (RCW 39.26.110) which became effective on July 1, 2013, State of Washington requires all state employees whose jobs involve “developing, executing or managing procurement or contracts (for goods and services)”, which will be referred to as Procurement Duties throughout this article, to fulfill certain training requirements in order to be able to continue performing their Procurement Duties. Procurement Services has since undertaken a pilot project with our own staff to assess the overall quality of the State developed procurement training courses in the State’s Learning Management System (LMS) and its potential impact on campus, and have developed the following guidance in regards to this state requirement.

- Dell's eProcurement Punch-out Catalog is being upgraded
- VWR Partners with Cedar Mountain Supply
- Office Depot's Summer 2015 Newsletter is now Available
- Ebony Office Interiors: A Certified Minority Owned Business
- UW Earns Multiple Green Awards
 - UW among Sierra magazine's "coolest schools"
 - Purchasing #2 in Special Achievement Category
- Software & Digital Products: New Online Tax Training

Quick Links

[Procurement Services Website](#)

[Ariba Buying Portal](#)

[Newsletter Archive](#)

About Procurement Services

Training Assessment Guidelines

This guideline is designed to help each school/department to assess the amount of training its staff may need in order to comply with the above requirement. Please keep in mind that this is intended to be our recommendation to campus, matching the appropriate training with the amount of time each employee performs Procurement Duties. Each department may require its employees to sign up for additional training as needed.

- Low – employees who spend between 10-25% of his/her job performing Procurement Duties:
 - WA-State Small Purchases class, which is a 30 min course that covers the basic definition and elements of a purchasing process
 - WA-State Purchasing and Procurement Ethics, a 40 min course that covers ethics rules and considerations involving procurement activities.
- Medium – employees who spend between 25-75% of his/her job performing Procurement Duties:
 - WA-State Contract Management 101 Modules 1-4; each modules last approximately 40 min and has an assessment test at the end. This series goes over the basic principles of contracting and vendor management.
 - Washington State Purchasing and Procurement Ethics.
- High – employees who spend between 75-100% of his/her job performing Procurement Duties:
 - WA-State Purchasing and Procurement 101 Modules 1-4; this training is designed for full time procurement staff who manages procurement and contract as his/her primary job duties. Each course last between 45 min – 1 Hour plus an assessment test for each Module.
 - Washington State Purchasing and Procurement Ethics.

There are at least two advantages by utilizing the LMS to fulfill this training requirement:

1. These are online e-learning courses so each employee can complete the lessons at his/her own time and pace
2. Training activities for each employee will be captured in his/her training profile, thereby eliminating the need for each department to keep a separate record of the same

Please follow these steps to gain access to the LMS:

[Organization Chart](#)

[Mission Vision and Values](#)

[Directions, Parking & Hours](#)

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1. Each school/department should **appoint a central training coordinator who will be responsible for managing the enrollment process** for both existing employees and future employees. This process should be included as part of the department's new employee onboarding procedures, and transition plan in the event of staff turnover.
2. The training coordinator will need to contact Ms. Cheryl Shaw (cheryl.shaw@des.wa.gov), Washington State Department of Enterprise Services (DES) Training Manager to request enrollment in the LMS for all the applicable staff. Ms. Shaw will then provide an Excel worksheet for the Training Coordinator to populate with the names and email addresses of all the staff who needs to enroll. The completed excel worksheet will need to be returned to Ms. Shaw to complete the process.
3. Once getting the confirmation email from the LMS, each employee can log in to the LMS and begin training.
4. For more details about the LMS and this training requirement, go to the State [DES Contracts Training Page](#).

Any question regarding this guidance, please contact Ray Hsu at Procurement Services (rayhsu@uw.edu).

Ariba 9r2 Upgrade Implementation Is Coming!

The Ariba 9r2 Upgrade Implementation project team has been hard at work these past couple of months testing to ensure a smooth transition to this new version. We are happy to report that we are ready to deploy the new version on September 8th as planned. A big thank you to all who participated in this project and assisted the Procurement team in reaching this major milestone. Deploying the 9r2 Upgrade ensures that our Ariba platform is up to date.

Ariba Outage Information:

Servers to go down: Friday 9/4 @ 6pm

Servers back online: Tuesday 9/8 @ 8am

Procurement Services Supplier On-Boarding Lean: 60-Day update

Procurement Service's Supplier On-Boarding Lean team members shared mountains of data, milestones, process maps, and ideas in their 60-day report on August 18.

The *Supplier On-boarding Lean Project*, aimed at reducing process time and increasing transparency, has five interwoven kaizens (focused objectives):

1. Integrate vendor management systems
2. Increase visibility in the new supplier on-boarding process
3. Define roles and improve workflow
4. Develop a supplier-focused strategy
5. Improve communications and trainings with stakeholders

Lean project lead Tina Schlotfeldt-Padilla, Procurement Services Customer Service Manager, summed up progress to-date: “An incredible amount of detailed data analysis has been done and has revealed a clear picture of the as-is process, what gaps exist, and what opportunities are out there to address those gaps.”

The challenge for the next 30 days: Complete a cohesive proposal for an integrated, easily comprehensible, and streamlined on-boarding program, with go-live as soon as possible using the collected data (including input from campus, suppliers, and nearly every member of the PS staff).

The final, 90-day project report is scheduled for mid-September. Details are available at <http://f2.washington.edu/fm/ps/supplier-onboarding-lean>.

Save the Date: Fall Forums Announcement

Procurement Services is finalizing the dates for the fall forums. We'll have much to share with the eProcurement implementation of Ariba's 9r2 upgrade and our continued progress in fine tuning eProcurement (Ariba) purchasing options in the journey to shut down PAS purchasing functions.

We'll have a short presentation providing updates and announcements and then will turn it over to our audience, for a rich and informative dialog. We currently have five locations scheduled at the usual locations: The HUB, South Lake Union, UW Tower, Health Sciences and the Bothell campus. We're still working on a presentation in Tacoma.

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.

eProcurement Supplier News

Dell's eProcurement Punch-out Catalog is being upgraded

As part of Dell's commitment to improving the electronic purchasing experience, Dell will be making updates to their eProcurement punch-out catalog within a few days.

What you will notice in the new catalog...

- Expanded access to Dell E-Quotes and Sales Quotes
- Improved site navigation
- Display of shipping rates
- Enhanced site performance/stability
- Increased scalability for future enhancements
- Improved product and content search capabilities

Want to learn more?

- [Video](#): a brief 2 minute tour of the new Dell PremierConnect Platform.
- [Guide](#): highlights the enhancements within the new Dell PremierConnect Punchout Catalog

Have questions?

- For general questions, or to configure a test environment within your procurement system, please contact PremierConnect@dell.com

For technical assistance, contact the Technical Support Helpdesk: Global_B2B_Support@dell.com

VWR Partners with Cedar Mountain Supply

VWR has partnered with Cedar Mountain Supply, which is a certified HUBZone small business. Their partnership is now set up in eProcurement so you can easily save money when using your small business funds.

Sign into eProcurement and click the Cedar Mountain supply icon. Once on the Cedar Mountain webpage, click on the VWR logo to access VWR's

entire product portfolio. You will automatically save money with discounted pricing and free freight.

More information is in the [VWR flyer](#). If you have additional questions, please contact [Candice Hindle](#) at 425-241-7531.

Office Depot's Summer 2015 Newsletter is now Available

Click on the [Office Depot Newsletter](#) to get the latest news and tips for this eProcurement catalog supplier. In this edition, the Diversity Supplier catalog and the Diverse Supplier icon on their website is highlighted.

Ebony Office Interiors: A Certified Minority Owned Business

Ebony Office Interiors, is a supplier of office furniture solutions to business and industry since 1983. Dedicated to sustaining the financial and physical wellbeing of people, they constantly evolve to meet customer needs and focus on fit to function furniture resolution. Ebony is committed to provide responsive solutions on time and within budget.

Furniture Services

- E-Procurement Furniture Sales
- Design & Layout Services
- LEED oriented furniture solutions
- Certified Minority Owned Business
- Published in the "Book of List"
- Chemical Free Furniture Extraction
- Personalized Demo Chair Fitting
- 100 % recyclable panel system
- Catalog & Custom Solutions
- Minority Business of the year

Need more information or assistance, please contact [Joe Small](#) or [Rhonda Weiss](#) at 206-762-1676.

Green U News

UW Earns Multiple Green Awards

UW among Sierra magazine's "coolest schools"

The University of Washington is once again among the top 10 greenest schools in America according to *Sierra* magazine.

The official publication of the [Sierra Club ranked the UW No. 8 in its 2015 "Cool Schools" rankings](#). This is the sixth time UW has been ranked in the top 10 in nine years the magazine has put together the rankings.

"It's an honor to be recognized as a Cool School by the Sierra Club Magazine. This achievement recognizes the passion and committed work of our students, faculty and staff that make UW a sustainable campus," said Ruth Johnston, Associate Vice President of UW Sustainability."

Purchasing #2 in Special Achievement Category

The UW earned special recognition for its performance in two categories, ranking second in the purchasing category and third in transportation. The university earned high marks in purchasing for policies requiring recycled paper and green cleaning products, as well as instituting a supplier code of conduct.

You can read more about these honors in the [UW among Sierra magazine's "coolest schools"](#) story on the [UW Sustainability website](#).

Training

Software & Digital Products: New Online Tax Training

The Tax Office now offers new online training that explains the taxability of software and digital products. And while you're trying to absorb the information, be sure to take the *Pirate War Game* challenge to test your knowledge with each section of the training. For tax training, it's kind of fun, so check it out.

Those interested in this half-hour class should [register here](#). Need more information or have some questions? Please contact Mona El Souessy at 206-221-3342.

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