



# 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.

September 10, 2015

Volume 5, Issue 19

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## Headline News



### **Ariba 9r2 Upgrade Successfully Implemented**

This past weekend, the Ariba 9r2 Upgrade Implementation project team successfully deployed the new version of Ariba - 9r2. The system is available for users to log in.

#### **What are the major enhancements for campus in the Ariba 9r2 Release?**

In addition to ensuring the University of Washington is on the most current release of the Ariba software, the following enhancements are included in the 9r2 release of Ariba:

- For invoices rejected AFTER the upgrade to 9r2, the **Invoices Tab** of the BPO will show a status of **Rejected** instead of **Reconciled**. For those invoices, you will no longer have to navigate to the **Invoice**

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detail and then to the **Invoice Reconciliation** tab to determine if an invoice has been rejected. For invoices reconciled after the 9r2 implementation, the status of **Reconciled**, means that the invoice has been released for payment.

- You can search for invoices with a status of **Rejected** in the Invoice search interface. Only invoices that were **Rejected** after the deployment of 9r2 will be displayed.
- If you are an approver for a budget or organization, you can access all approvable types through **Manage -> My To Do** from the blue command bar. This provides approvers with the ability to quickly access all **To Dos** in once place. After selecting this option, you can either view all of your **To Dos** by scrolling through them, or you can filter the display by **Approvable Type** (i.e., Card Application, Card Limit Increase, Contract Request, Requisition) and other options such as Title, ID, Date Created, Date Submitted, Preparer, and Requester.



## RETRACTION: Pre-Approved Preparer Role Removal

Procurement Services **will not remove the Pre-Approved Preparer role** as previously announced in the July 17<sup>th</sup>

Procurement Services Newsletter. The [Pre-Approved Preparer role](#) in eProcurement (Ariba) is an ASTRA assigned role that allows a user to enter Requisitions or Contract Requests without the additional approval of a Budget or Organization Approver, up to a specified dollar amount. This role provides obvious efficiencies for low dollar, low risk transactions.

The decision by Procurement Services back in early summer to eliminate the role was the result of a recent audit finding that identified this as a substantial risk. Since the announcement, we have heard from many of you that this will have a major impact on your department procurement processes. We have listened, while also considering the associated risk in determining to retain the Pre-Approved Preparer ASTRA role.

Risk is inherent in all our processes and it is imperative that risk is managed properly. Procurement Services does not encourage the use of the Pre-Approved Preparer role unless departments have made a thorough assessment of the need, and have developed processes that mitigate the risk.

Before adopting this role for your department use, please review the [Internal Controls guidance](#) on the Financial Accounting website. The

webpage has excellent information to assist you in creating the framework for your department's internal controls as well as best practices.

## Event Reminder



### Fall Forum's Registration

Procurement Services is once again rolling out its fall forum schedule. 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 we'll 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.

## Ariba 9r2 FAQs



[When I select Preferences in the Ariba command bar, the select list now includes 2 options for Mobile Devices. Can I Activate/Manage Mobile Devices with Ariba?](#)

Release 9r2 of Ariba added two new options under Preferences: **Activate Mobile Device** and **Manage Mobile Device**. This feature has not been enabled at this time.

**Do not try to use it!** If you select **Manage Mobile Device**, it will hang your Ariba session. If you accidentally do this:

- Close the Ariba browser.

- Open a new browser window.
- Log back in to Ariba.

Ariba has indicated that there is a fix for this issue and we will be evaluating when to implement it.

### [What does the Clean Up button do?](#)

The **Clean Up** button is used to remove items from your **To Do** in Ariba list if you have been removed from an ASTRA approval role. In Ariba release 9r2, the **Clean Up** button moved from the bottom of the list of approvables to the upper right corner when you:

- Select **Manage > My To Do**.

If you have been removed from an ASTRA approval role, clicking on the **Clean Up** button will remove those items that no longer require your attention.

## Diverse Supplier Spotlight



### Gourmondo Upgrades its Website

Gourmondo is designated as a small & woman owned business and is included in the University's catering pool on the [UW Contracts website](#). Gourmondo is proud to announce that they have rolled out a new website at [www.gourmondoco.com](http://www.gourmondoco.com). It now has a user friendly, fully integrated online ordering system. The new online ordering page is mobile friendly with a full mobile site to follow.

Check out the new and improved website and if you want assistance please give Gourmondo a call at: 206-587-0190.

## Green U News



### UW Named to Green Honor Roll for 5th straight year

The University of Washington has been named to the Princeton Review's Green Honor Roll with a perfect Green Rating for the fifth consecutive year.

Since The Princeton Review started the Green Rating program, the UW has earned the highest possible 99 rating and has been named to the Green Honor Roll seven out of eight years. This year the UW is one of 24 schools to earn the recognition out of 804 schools ranked.

More information: <http://green.uw.edu/news/uw-named-green-honor-roll-5th-straight-year>



## UW Wins Athletics Sustainability Award

The University of Washington has won the inaugural Sustainability Award from the National Association of Collegiate Directors of Athletics (NACDA) and USG Corporation for its sustainable practices, especially the renovation of Husky Stadium.

The Sustainability Award will be officially presented to Washington on Saturday, Oct. 17, at the award-winning facility Husky Stadium, during the Huskies' homecoming football game against Oregon.

More information: <http://green.uw.edu/news/uw-wins-athletics-sustainability-award>



## Save the Date: SustainableUW Festival

The 2015 SustainableUW Festival ([green.uw.edu/festival](http://green.uw.edu/festival)) will take place Oct. 26-31. The festival celebrates sustainability efforts at the University of Washington, highlighting contributions and leadership efforts across campus as well as providing opportunities for students, faculty and staff to get involved.

Learn more about the festival events at our [Events page](#). Learn how your department or organization can get involved and submit an event for the calendar at our [Festival Partners page](#).

If you are interested in sponsoring the 2015 SustainableUW Festival, see our [sponsorship information](#).

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**Procurement Services is a Division of Financial Management within  
University of Washington's Finance & Facilities**

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