



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

May 2018

Ariba eTravel Wire Payment Changes Starting May 18

In an effort to streamline the wire payment process, there will be changes to the eTravel wire payment process on May 18th.

What changes are happening?

Wire details on print version of expense report removed

New Wire Form

Wire fee for eTravel instruction removed (now automatic)

For more information, please see [eTravel wire change document](#). If you have any questions, please contact the Travel Office – traveluw@uw.edu

2018 Fiscal Year-End Close Website is Live!

The University's fiscal year ends on June 30, 2018, and the fiscal year-end close website is now available. On the website you will find information on activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budgets(s) for the closing fiscal year.

Please note that Generally Accepted Accounting Principles (GAAP) require recording transactions in the correct reporting period and prior to [fiscal close processing cutoff dates](#).

If you have any questions, please contact Procurement Customer Service at pcshelp@uw.edu.

Stay Current on Ariba System Receiving

As the [2018 Fiscal Year-End Close](#) approaches, make sure you are running the Receiving Exception Report and staying current with Ariba system receiving activities. It is recommended that you run the report once or twice a week.

The Receiving Exception Report lists invoices that are waiting to be received by your department. Once an invoice has been received and the Receipt (RC) is approved, it will no longer appear on the report. Note: If the Preparer has received and the RC is awaiting approval by the Receipt Approver, it will still appear on the report.

To find the Receiving Exception Report, start at Manage -> Reports -> select Receiving as the category -> select Receiving Exception Report. If you are not familiar with the reports in Ariba, you might find the step-by-step How-To Guide on "How to run the Receiving Exception Report" on our [Tutorials webpage](#) helpful.

For additional information about Ariba Receiving, see the [Ariba System Receiving webpage](#) and our [Receiving FAQs](#).

Hotel Pool Vendors

We are pleased to announce that our new Hotel Pool vendors have been finalized! Effective June 1, 2018, please welcome the following lodging and conference partners:

- Bell Harbor International Conference Center (Columbia Hospitality)
 - Candlewood Suites
 - Cedarbrook Lodge
 - Comfort Inn
 - Embassy Suites Seattle Bellevue
 - EVEN Hotels (IHG Staybridge)
 - Fairmont Olympic
 - Hampton Inn - Northgate
 - Hotel Eastlund (Grand Ventures LLC)
 - Hotel Five
 - Hotel Interurban
 - Hotel Murano
 - Hotel Rose
 - Hotel Sorrento
 - Hotel Z
 - Hyatt Place
 - Inn at the WAC
 - IslandWood
 - The Maxwell
 - Motif Hotel
 - Pan Pacific Hotel
 - Red Lion Inn Bothell
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- Residence Inn University District
 - Semiahmoo Resort
 - Silver Cloud Broadway
 - Silver Cloud Lake Union
 - Silver Cloud U District
 - Skamania Lodge
 - Staybridge Suites Seattle - Fremont
 - Staybridge Suites South Lake Union
 - Talaris Conference Center
 - The Alise Chicago
 - The Alise San Francisco
 - The Five
 - University Inn
 - Watertown

IMPORTANT: This will not impact existing event or conference contracts you currently have in place - those are still valid.

Specific information on hotel contracts (check back often, new ones are added frequently!) may be found on the UW Contracts [webpage](#).

New University Contracts

New Ariba Catalog: Guy Brown, an award-winning Minority Women Business Enterprise (MWBE) and a Staples alliance partner, offers next-day delivery on office products and janitorial supplies. The catalog also includes furniture, ergonomic solutions, print, promotional items and technology solutions. Enter “Guy Brown” in the Ariba Catalog Search field to access the punch out site. **The first 30 orders will receive a fun sample pack of the latest and greatest in pens and other office supplies!**

Contact the local Guy Brown Team to learn more about products, services and pricing available to your department:

Guy Brown Representative

[William Adballah](#)

615-772-1151

Staples Representative

[Michelle Youngsman](#)

253-670-9269

Technology Learning Group, Inc. dba TLG Learning Group, Inc.

Contract UW-18-0425 (Vendor #188029)

[TLG Learning](#) provides a wide range of IT related vendor-certified courses customized to meet individual needs. They offer complete learning solutions on Microsoft, F5 Networks, ITIL, Cisco, Citrix, CompTIA, VM Ware, Adobe, Project Management, Business Skills, and more. Classroom, online, learning resources, and mentor-led training is available.

Contact: Jane Taylor: jane@tiglearning.com | 425-559-2534

Ariba Buyer Catalog News

A New Look to the Catalyst Workplace Activation / Herman Miller PunchOut Catalog

A modernized version of the Catalyst Workplace Activation / Herman Miller PunchOut Catalog was released on Friday, April 27, 2018.

An important difference with the new version is individual items cannot be purchased from this site. However, you can contact the dedicated Catalyst University of Washington Team (listed on the PunchOut site landing page) and request a quote. These quotes will be uploaded to the Catalyst PunchOut Catalog site where you can retrieve them via the "Quotes" link in the middle top of the page. When you check out, the items on the quote will be pulled back into your Ariba requisition.

Navigation to the PunchOut Catalog in Ariba remains the same:

1. Create -> **Requisition.**
2. Enter "Catalyst Workplace" or "Herman Miller" into the search field and click "Search."
3. Click **Buy from Supplier.**

If you have any questions, please contact Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.

Dear PCS,

Why hasn't my Comment in Ariba been answered by Procurement Services and my Ariba request approved?

Dear Commenter,

Comments added to Ariba do not send out any notifications or retrigger approvals. This includes comments on all types of Ariba transactions. If your request has been Denied, the solution is to edit the request, make the appropriate noted changes, and resubmit the transaction in Ariba. This will ensure that approvers are notified that there are changes needing review. Otherwise, your denied request may sit in Ariba indefinitely with the approvers unaware that the appropriate changes have been made.

Dear PCS,

I ran the Encumbrances & Open Balances report in MyFD. Why am I showing open balances for Ariba POs that have already been paid, and how can I remove these open balances?

Dear Open Balances,

You may show an open balance if you received a discount or the supplier invoiced for less than your original PO amount. Requests to close these open balances on Ariba POs (beginning with EI) should be submitted using our online form. Please review the [Changing or Closing ARIBA Orders webpage](#) which includes the online request form.

For additional questions, please contact Procurement Customer Service by email at pcshelp@uw.edu or call 206-543-4500.

[PROCUREMENT SERVICES](#)

[ARIBA BUYING PORTAL](#)

[UPDATE YOUR SUBSCRIPTIONS](#) | [UNSUBSCRIBE](#) | [VIEW THIS MESSAGE ONLINE](#)

[Customer Service: pcshelp@uw.edu](mailto:pcshelp@uw.edu)

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