PROCUREMENT SERVICES
CAMPUS NEWS & INFORMATION

May 2019

In this Issue

Biennium Close for 2017-2019 – Upcoming June Cut-off Dates

2017-2019 Biennium close is coming!

Upcoming Events:

- **Upcoming Ariba maintenance in June**
- **Procurement Services Spring Forum**

What's new in ARIBA!

- **Software House International IT Hardware and Software PunchOut Catalog is available**
- **Biolegend, Inc PunchOut Catalog is available**

Other Updates:

- **New links and look for Procurement Desktop Reports (PDR)**
- **DES training and updates**
- **Procurement Services web update!**

Dear PCS

Biennium Close for 2017-2019 – Upcoming June Cut-off Dates

The 2017-2019 Biennium Close website contains all of the activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budgets(s) for the closing biennium.

Listed below are the upcoming *June* cutoff dates:

June 10th:
- Ariba: P2I for Foreign Nationals

June 17th:

- Close Ariba Open Balances
- Ariba General Order Approvals
- Other Ariba Payment Transactions

June 21st:
- ProCard Purchases
- CTA Purchases

June 26th
- Refund Check Requests
- Check Request

June 28th:
- Credit Memos from Suppliers

June 30th:
- Last day for FY 2019 Bank Deposits.
- In order to ensure expenditures are charged to the expiring fiscal year, orders placed in Ariba must have invoices dated June 30th or earlier in Ariba and Blanket Purchase Orders (BPO) must be fully received by the department by July 8th to allow for central office processing.

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

2017-2019 Biennium close is coming!

The University of Washington's accounting records are divided into two-year periods. Every two years or "biennium," we close our accounting records and open new records for the new biennium. Biennium close is on June 30th and the new biennium starts on July 1st of an odd year. Since it's 2019, our biennium close will be here in little over a month.

June 10th is the next cut-off date for biennium close activities. The 2017-2019 Biennium Close website contains all of the activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budget(s) for the closing biennium.

We are fast approaching the June 17th cut-off date for closing Ariba open balances. We recommend looking at the Encumbrances & Open Balances report in MyFD. This report includes information about remaining open balance amounts from Ariba orders and remaining encumbrances from FAS. For more information, please see the Encumbrances & Open Balances webpage which includes how to close Ariba open balances.

We also recommend running the Receiving Exception Report in Ariba. The Receiving Exception Report allows you to see invoices that are waiting to be paid because the order has not been fully received. Invoices that require system receiving (such as those for BPOs) will not be released for payment until this step is complete. If you need assistance with the receiving function, please visit the ARIBA Receiving webpage.

Update: Procurement Services Spring Forum, Wednesday, June 26, 2019, 10am-11:30am, UW Tower Auditorium, 4333 Brooklyn Ave NE

We have confirmed a new location and date for our spring forum! We look forward to seeing you at the UW Tower Auditorium, Wednesday, June 26th, from 10am to 11:30am. Please join us in person or remotely to learn more about what Procurement Services has accomplished, where we are headed, and projects we have in development. After our presentation, we will have a Q&A session for those in attendance.

We will also post forum content on our new [forums webpage](#) for those who are unable to attend.

Have you registered yet? Register [online](#) to attend the event!

The forum registration link is featured in the Events area on our home page. Please note that you may need to click "Login to Register" in our Events section and then select the "Register" button in order to register for this event.

Reminder: New links and look for Procurement Desktop Reports (PDR)

On May 24th the suite of Procurement Desktop Reports (PDR) will have a refreshed look and feel as they are transitioned to a new report server. You will still find access to our Procurement Desktop Reports on our [PDR webpage](#), along with information about the reports. Please be aware that any direct links or bookmarks to the existing reports will be retired on May 24th and will no longer be accessible.

Upcoming Ariba maintenance in June

Ariba will be unavailable from Friday 5/31 at 7:00 pm to approximately Monday 6/3 at 8:00 am

You will not be able to access Ariba during this time period while our software and server upgrades take place.

The Ariba project team has been hard at work for the past several months to prepare for this maintenance, ensuring the ongoing stability and security of Ariba. The outage is expected to occur during weekend hours and be minimally impactful to campus departments. Additional reminders will be sent on Friday, May 31st to our eNews and Travel readers before the outage occurs.

Please call Procurement Customer Service at 206-543-4500 if you have any questions.

Biolegend, Inc PunchOut Catalog is now available in Ariba

We are pleased to announce the availability of a Biolegend, Inc PunchOut Catalog in Ariba. Instead of creating Non-Catalog Orders where you have to manually enter the Item Description, Item Part Number, Commodity Code, and Price, you can now click on the Biolegend, Inc icon on the Ariba Catalog page to access the UW Biolegend, Inc PunchOut Catalog. As you search for and add items to your shopping cart, the Item Description, Item Part Number, Commodity Code, and Price are automatically provided.

Biolegend, Inc is another PunchOut catalog implemented as a result of the Life Sciences Request for Proposal (RFP) conducted last year. Other recent additions are ABCAM, INC and Cell Signaling Technologies, Inc. More Life Sciences Catalogs are in the pipeline and coming soon.

Please use the following contact email addresses if you need more information about Biolegend:

- PunchOut Catalog Content: edinotifications@biolegend.com

- Order Status: cs@biolegend.com

Software House International IT Hardware and Software PunchOut Catalog is now available in Ariba

If you're in need of new hardware, software, or technology services, our new catalog with SHI International is sure to help fulfill your technology essentials! In partnership with SHI International, we are pleased to announce our new PunchOut Catalog – available in Ariba, as of May 16th.

SHI is a complete IT Solutions provider, supplying a wide variety of technology hardware and software products and a wealth of Technology Services. The company is also 100% minority-owned and member of the National Minority Supplier Development Council (NMSDC).

Please join us in supporting our new partnership by browsing and purchasing from the SHI Catalog for all your IT needs. And for more information, or to ask about any related services, please contact our UW representative, Nick O'Leary. nick_oleary@shi.com 206-249-3057.

Procurement Services Web Update!

You might have noticed our Procurement Services home web page has two new icons. One is for the UW Contracts Search and the other is for Training. We are hoping these will provide easier direct access to these Procurement tools going forward.
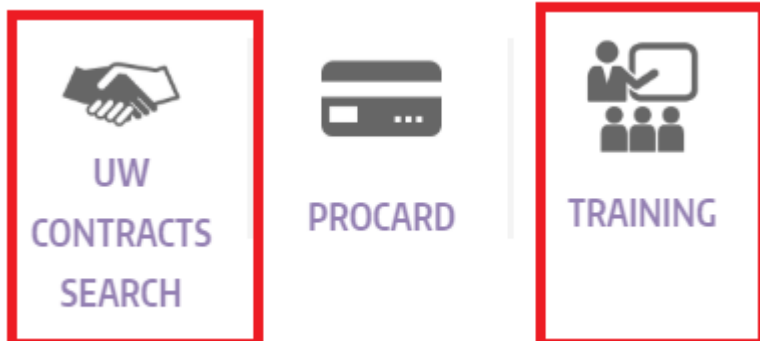
DES Training and Updates:

As a reminder, the State of Washington requires all staff with purchasing or procurement related duties to complete Department of Enterprise Services (DES) training. The State has recently updated their website and created a new tool to help departments determine the level of training and specific courses needed for staff to remain compliant with the State. For more information, please see our updated web page with links to the DES webpages you'll need at https://finance.uw.edu/ps/DES-training.

Dear PCS,

I made changes to my BPO, which were approved, and then the BPO closed! What happened?

BPO Closed,

When you view the BPO, do you have an "Open Contract" button? If so, the BPO was closed using the Close Contract button. To keep using a BPO that was closed by using the Close Contract button, you must click the "Open Contract" button first to reopen it. If you need to make changes or modifications to the BPO once it has been reopened, you then would click the "Change" button to make your changes. Please see the [Changing or Closing Blanket Purchase Orders webpage](#) for more information.

Dear PCS,

My supplier submitted a duplicate invoice on my BPO. How do I remove it?

Dear Duplicate Invoice,

An invoice cannot be edited or deleted once it is submitted by the supplier. The only option is to reject the duplicate invoice. When an electronic Ariba invoice is duplicated, do not do any Ariba system receiving, as first you must submit a request to reject the invoice using the [BPO Invoice Reject Request Form](#).

Dear PCS,

Is DES Training still required for anyone doing purchasing for the University of Washington?

Dear Purchasing,

Yes. Under RCW39.26.110 effective 7/1/2013, the State of Washington requires all state employees whose jobs include procurement-related duties to fulfill certain training requirements. Each school/department needs to appoint a central training coordinator who will be responsible for managing the enrollment process for existing and future employees. Please see our Required [Department of Enterprise Services (DES) Procurement Training webpage](#), which has been updated with new information on how to request enrollment and get access to the LMS site to complete the training requirements.

PROCUREMENT SERVICES   **ARIBA BUYING PORTAL**