PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

July 2019

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Biennium Close for 2017-2019 – Upcoming July Closing 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 budget(s) for the closing biennium.

Listed below are the final July cut-off dates:

July 24th:

- **Last Day for Campus**

July 26th:

- **Deans Day**

Don't Forget About DES!

Washington State requires all employees whose jobs include procurement-related duties to fulfill state training requirements per RCW 39.26.110. Please see the page below to determine the exact courses and timeframe that employees need to follow within your department/school. You can also sign up for email and text updates from DES on the page below.

DES Site: https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development

Once you have determined the courses that your department/school must keep on file, your department/school will need to designate a UW employee to coordinate DES access with the State. Your department/school's designated employee will email DES to have the appropriate staff gain access onto the DES training site as needed.

For more information or clarification on any state training requirements and processes, please reach out to DES directly per their web site.

Summertime Procurement Coverage

Summer is a great time to take vacation. Whether you are enjoying time off, you do not want transactions waiting for your return to approve them or being contacted while you are on vacation. Here are ways to ensure that your department is covered when someone is out of the office.

ASTRA

It is best practice to have at least two people in all of your ASTRA roles. By having at least two people in an ASTRA role, it ensures your transactions will continue in one person's absence. Please see the ARIBA Roles and Authorization webpage for more information.

Contract Requests

The Contact and Preparer of a BPO automatically have the ability to receive invoices. If you are both the Preparer and Contact, you may want to change the Contact to another staff member so another individual can also receive. Central Receivers can also be set up in ASTRA by your Organization Code to allow additional receivers on a BPO. The Contact and Preparer have BPO edit access but you may also want to add some Edit Access Users to ensure someone can make changes while you are away.

Delegate Authority

If you have many ASTRA roles, there is an option to delegate your authority temporarily in ARIBA. With delegated authority, the designated staff can log in on your behalf and take action on transactions for a limited time period. Be sure to let the designated staff know that you have given them this access and exactly when and how they should use it. Keep in mind that using this feature means your approval authority is assigned to another person and therefore should be assigned cautiously, and be limited in scope and duration to preserve separation of duties. Please see the Changing Preferences tutorial under the ARIBA Getting Started Guides on the Tutorials webpage for more information.

Dear PCS,

I need to extend the dates on my BPO. I was in the middle of making my change when I had to step away from my desk and now I can't find the Change button on my BPO. How can I make the change to my BPO?

Dear Change Button,

The Change button will not be visible on the BPO when there is a Contract Request (CR) in Composing or Submitted status. If you have edit access to your BPO, please search by Contract Request to make your changes. Please see the Changing or Closing Blanket Purchase Orders webpage for more information.

Dear PCS,

When I create a requisition in Ariba my phone number and email address do not populate. How do I fix this?

Dear Incognito,

To update Preferences with your personal contact information, first log in to Workday and select Personal Information. Under the Change column, pick Contact Information. There will be an Edit button on the top left side. In the Work Contact Information area, update the information and submit.

Dear PCS,

I am trying to access the ProCard Procurement Desktop Reports and the UW Contracts Search, but it's not working. I feel helpless!

Dear Access,

You are not helpless. The Procurement Desktop Reports and UW Contracts Search are on a secure server. They are only accessible if:

- You are on one of the 3 main campuses or using a secure VPN. If you are working remotely (including from home) you should download and use Husky OnNet secure VPN: https://itconnect.uw.edu/connect/uw-networks/about-husky-onnet/use-husky-onnet/.
- You must log in with your UW NetID and password; other domains will not work, like "UWB\" for Bothell, as an example.

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