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 21, 2017

In This Issue

HEADLINE NEWS

B&H Photo Holiday Schedule

B&H Photo has shared their September and October holiday closure schedule. Please place orders in advance to avoid processing delays during these times. The B&H punchout catalog will be available for UW departments to place orders, but B&H will not be processing orders during times when they are closed for business during the following dates:

- September 21st – 23rd (closing early on Sept 20th)
- September 29th – 30th
- October 4th – 14th

Green Certification Workshop on October 4

Join us for the upcoming Green Certification Workshop Wednesday, October 4 from 1:30 p.m.to 2 p.m. in Gerberding Hall room G26 (one floor down from the Red Square entrance). These Green Certification workshops are held on the first Wednesday of each month. Everyone is welcome to join and learn more about our Green Office and Green Laboratory certification programs. We'll have a brief presentation, answer questions about

the certification application, walk through available resources to help make your workplace more sustainable, and provide support for filling out the application.

For more information about the Green Office and Green Lab programs, see our Green Certification page or email us at sustainability@uw.edu.

SustainableUW Festival October 23-28

The annual SustainableUW Festival will be held on October 23-28 as part of National Campus Sustainability Month. UW Sustainability partners, departments, student groups, and organizations will present events across all three University of Washington campuses during the festival. All UW groups are encouraged to host events or activities as part of the SustainableUW Festival.

The festival's centerpiece event, the Sustainability Fair, will be held in UW's wəłəbʔaltxʷ – Intellectual House on Wednesday, October 25, from 11 a.m. to 2 p.m. For more information, email Toren Elste at tee10@uw.edu.

Placing Non-Catalog Purchase Orders

Best practice is to use Catalogs or BPOs when placing orders. Non-Catalog (Non-Cat) orders should be used as little as possible. Non-Cat POs are prone to problems (i.e.: invoice not paying out) unless everything is set up correctly the first time. Here are best practices to help ensure that your Non-Cat Purchase Order (PO) is approved the first time.

First, let's take a look at when a Non-Catalog might **not** be the best procurement method. If your order is structured as follows:

- The supplier is expecting to invoice multiple times.
- The supplier's invoice is different than the quote they send out.
- The order could change in either quantity or amount.
- The item ordered could be sent as a partial shipment.
- If the order is a service or maintenance contract that will require multiple payments in varying amounts.
- Paying for an event that requires a deposit and multiple subsequent payments.

In the above instances, take a look at our Ariba Quick Reference Guide for a more appropriate option for facilitating your order.

Here are **best practices** to know when using the Non-Catalog PO option:

- Confirm with your supplier if all items will ship at the same time and how they plan to invoice. Check if the supplier will invoice the way the quote is written or if they will bill the order as one line for the total of the quote. Match your Requisition to that schedule.

- When you prepare your order, attach your quote to the summary page of the Requisition and mark visible to the supplier.
- Add any comments you may have and mark them visible to the supplier.
- Keep in mind that the Quote, PO, and Invoice all have to match **exactly.**
- Keep in mind that Non-Catalog orders cannot be edited once the order is placed. The order must be cancelled and a new order created if there are any changes.

Beginning October 15, non-Catalog orders where a UW buyer is added to the approval flow typical over the Direct Buy Limit may be denied to allow the preparer to make changes to address the following:

- The quote doesn't match the PO.
- The contract calls for multiple shipments.
- Payment milestones are involved.

Please feel free to connect with Procurement Customer Services at 206-543-4500 or by email at pcshelp@uw.edu with any questions regarding your procurement options.

What's New in Ariba

New Contact

Daniel Carr | Bus Dev and Ops Spec, Public Sector
Email: Daniel.L.Carr@neweggbusiness.com
Phone: (626) 271-1321 x27119 | M-F 7:30am-4:30pm PST

What's Coming in Ariba

What is Changing?

On Friday, September 22, the 03-77 Account (Object) Code for Catering & Prepared Foods will now be available in Ariba eReimbursements! Previously this account code was only available in Requisitions, Contract Requests and Non-PO Invoices.

Coming Soon – Updates to the Ariba Card Applications and eReimbursement Form

What is Changing?

In late October we will be enhancing the Card Applications in Ariba for ProCard (New Cards & Renewals), CTA and Ghost PCards. This Card Application update will also include the ability to apply for individual UW Travel Cards in Ariba. Also there will be updates to eReimbursement for food per diem and receipt policy compliance. Stay tuned for details!

Please email Procurement Customer Service at pcshelp@uw.edu or call 206-543-4500 if you have any questions.

Procurement Customer Service Help

Procurement Services recommends that you connect with our office if you have questions regarding the most appropriate procurement method for an upcoming order. When it comes to placing Non-Catalog Purchaser Orders, there are a few things to keep in mind.

Dear PCS Help,

I have a Non-Catalog Purchase Order for $50,000 and my quote has 10 lines on it. How do I best set this up?

Dear Wanting to Do Right,

Please connect with your supplier to find out how they plan to invoice your order. If the supplier plans to invoice according to what their quote looks like, for example, once for each line item, then set up the Requisition to have 10 lines. In general, you want to match your line items with the line items shown on the quote.

Dear PCS Help,

I am setting up my Non-Catalog Purchase Order and I am not sure where to attach my quote. Can you help?

Dear Attachment Issues,

Please attach your quote in the summary section of your Non-Catalog Requisition. Please make sure to mark visible to supplier.

Dear PCS Help,

I have a quote with a discount. How do I enter it on my Non-Catalog Requisition?

Dear Discounted Quote,

Our recommendation is that you enter the unit price of the item at the discounted price and add a comment visible to the supplier that the pricing on the order is reflective of the discount.

Dear PCS Help,

I have a quote from a supplier for a maintenance service contract. How do I go about processing this as a Non-Catalog Purchase Order?

Dear Needs Maintenance,

Our recommendation is that this order is best placed on a Blanket Purchase Order (BPO). BPOs cover services over a period of time and can be set up for multiple years. It is also flexible as it allows for changes in case the price increases or decreases in subsequent years. Please see our How to Buy page.

We hope you enjoyed this edition of Dear PCS Help. As always, feel free to send us an email at pcshelp@uw.edu or call us at 206-543-4500 with any questions.

Paper Reduction at UW

REDUCING PAPER:
IT'S IN OUR NATURE!

The UW Committee for Paper Reduction has created a video with information on reducing paper use featuring many people from across UW.

For more information on paper reduction efforts at UW, visit:

green.uw.edu/paper-reduction