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# PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

October 2018

## **New URLs for US Bank cash cards, field advance and contracts portal**

Several Procurement Applications have moved to new URLs. If you have bookmarks or links to these applications, please update them before October 19:

- **US Bank Cash Cards**  
[https://web.fmdata.uw.edu/BankingAccounting/Cash\\_Cards](https://web.fmdata.uw.edu/BankingAccounting/Cash_Cards)
- **Field Advance Dashboard**  
[https://web.fmdata.uw.edu/BankingAccounting/Field\\_Advances](https://web.fmdata.uw.edu/BankingAccounting/Field_Advances)
- **UW Contracts Portal**  
[https://web.fmdata.uw.edu/con\\_index.php](https://web.fmdata.uw.edu/con_index.php)

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## **Effective immediately: Update to the ePayables payment process**

Due to security updates from Bank of America, all new suppliers set up to be paid with the ePayables bank card will be receiving a secure email when payment notifications are sent. It will look like the image below and include a hyperlink that leads to a login screen. If a supplier contacts you saying they received an email that looks like the image below, this is a legitimate Bank of America communication on behalf of the UW. If they have any concerns, have the supplier contact [pcshelp@uw.edu](mailto:pcshelp@uw.edu) directly.

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This is a secure message from Bank of America.

[Click here](#) by 2018-09-26 03:37 GMT to read your message. After that, either open the attachment or request the sender to re-send the message.

If you have concerns about the validity of this message, please contact the sender directly. This message will expire after 90 days.

[More info](#)

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## Changes for EU GDPR compliance coming in November

In order to comply with the European Union General Data Regulation (EU GDPR), changes are being made to payments issued to individuals through Ariba, including **eReimbursement, eTravel Expense Reports, and Payment to Individual (P2I)**.

The European Union General Data Protection Regulation (EU GDPR) broadly applies to data about people who reside in the European Union, including E.U. citizens, permanent residents, and those who are present in the E.U. The EU GDPR limits when and how personal data can be collected, stored, processed and used. It also provides individuals with certain rights related to their personal data, including notice or consent, rights of access, and in some cases, requests for deletion.

### What is changing

Enhancements are being made for Ariba eReimbursement and P2I which will be released in November.

- Preparers of eReimbursements and Travel Expense Reports *who are also the payee* will confirm they had the opportunity to review the EU GDPR notification available at:  
<http://www.washington.edu/online/privacy>
  - P2I will not have this confirmation as the preparer will not be the payee
- Preparers of eReimbursements, Travel Expense Reports and Payment to Individuals who are submitting the payment *on behalf of someone else* will confirm that all data has been collected in compliance with EU GDPR, including providing any required notifications.
  - Guidance on creating a notification is available at: <https://privacy.uw.edu/design/provide-privacy-notice/#examplenotice>

### What action you need to take

1. **Any pending eReimbursement, Travel Expense Reports and Payment to Individual (P2I) transactions will need to be approved and ready for Central Office processing by Friday, November 9, 2018.**
  2. eReimbursement, Travel Expense Reports and P2I requests submitted after Friday, November 9 will need to be edited and resubmitted after the new changes are released.
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3. **Join the Travel Information Meeting on October 25**, to hear about EU GDPR related to travel reimbursements: <https://finance.uw.edu/travel/homepage>.

For more information about EU GDPR, please visit the [website](#).

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### **Procurement Services Fall Forum - Nov. 14, 10 a.m. – 11:30 a.m., UW Tower Auditorium**

Procurement Services is pleased to announce our upcoming fall forum [flyer](#) as we return to our biannual campus forums. Forums will be held twice a year in the fall and spring. Please join us to learn more about what Procurement Services has accomplished, where we are headed, and projects we have in development.

Our fall forum will be held November 14 in the UW Tower Auditorium from 10 a.m. to 11:30 a.m. 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.

Staff can register for the event [online](#). The forum can be viewed online or in person at the UW Tower. Due to web security updates, you will need may need to “Login to Register” and then click “Register” to complete your registration.

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### **Coming soon - new & improved UW contracts search**

Procurement Services is pleased to announce a new and improved **UW Contracts Search** report, coming in mid-November. This report will have a streamlined search functionality that allows a user to easily search by supplier name or number and return results faster. When the report is live, our webpage will feature links to the new **UW Contracts Search** report, and any direct links to the existing portal will be retired.

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### **REMINDER: Supplier Search report is moving!**

The Supplier Search report is transitioning to the **Business Intelligence Portal (B.I. Portal)** which requires an **ASTRA authorization** for the Enterprise Data Warehouse (EDW).

- **Check to see if you have access:** Find out using the [Request Access](#) page. The [Check EDW Access](#) page shows how to navigate to ASTRA and look for your EDW authorizations.
  - **If you do not have access, request your ASTRA authorization** for EDW from your departmental ASTRA Authorizer.
    - For many users of the current Supplier Search PDR, the **Administrator/Manager/Fiscal Tech** role in ASTRA would be appropriate. Analysts, Payroll Coordinators and Principal Investigators may need different access. Be sure to discuss your needs with your department’s ASTRA Authorizer.
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Currently, the Supplier Search report is still found as part of the [Procurement Services reporting tools](#), but will only be able to be accessed through our reporting tools until October 31.

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### **We heard you! Soon, Ariba BPOs will be easier to close!**

In the coming weeks, new Ariba enhancements will make it easier to close Blanket Purchase Orders (BPOs). This exciting new feature will:

- Remove the Open Balance from your budget
- Not require re-approval
- Prevent suppliers from submitting additional invoices

The same people that can close a BPO now by submitting a change to remove additional funds will be able to use this new feature, including the Preparer, Contact or those who have Edit Access on the BPO.

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### **Coming Soon - More visibility to payment information in Ariba!**

In late November, the Payment Loop will also be added to Payment to Individual (P2I), eReimbursement (XR) and eTravel Expense Reports (ER). This additional functionality will bring reconciled invoice payment information into Ariba, so Ariba users can see payment dates and payment document numbers, like check and direct deposit numbers. The teams responsible for each Ariba module will be communicating more about this exciting enhancement in the coming weeks.

Currently campus departments can view the payment status for most BPO, PO and Non-PO invoices. This new Payment Loop enhancement will bring additional transparency to reconciled payment information for campus, without the need to leave Ariba to find the information elsewhere.

Haven't tried the Payment Loop for BPO, PO and Non-PO invoice yet? Learn how to find invoice status and payment loop information on our [website](#).

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### **New science contracts**

Procurement is working to add more contracts for scientific products and services. Below is a list of recently added contracts.

When creating an Ariba order with Contract Suppliers, be sure to select Existing Contract as the Basis for Supplier Selection, provide the Contract ID, and Contract Source.

Additional Information on contracts, new and existing, can be found on the [UW Contracts Portal](#)

Supplier	Contract ID	Contract Source	Sales Rep	Commodity	MWBE Status
The Baker Company	CNR01421	GPO	Michael Matthews <a href="mailto:michael@appliedinst.com">michael@appliedinst.com</a>	Biological safety cabinets and fume hoods	
Genesee Scientific	18-0004-19	UW	Oscar Barba <a href="mailto:obarba@geneseesci.com">obarba@geneseesci.com</a>	Pipets, drosophila products	Federally certified Small Business

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GenScript	18-0004-21	UW	Chloe Huang <a href="mailto:chloe.huang@genscript.com">chloe.huang@genscript.com</a>	Biology services	Federally certified Small Business
Illumina	18-0046	UW	Stacy Musone <a href="mailto:smusone@illumina.com">smusone@illumina.com</a>	Sequencing products and services	
Nikon Instruments	CNR01457	GPO	Patrick Wright <a href="mailto:patrick.wright@nikon.com">patrick.wright@nikon.com</a>	Microscopy	
Nuaire	CNR01423	GPO	Doug Chinn <a href="mailto:dchinn@cascaDESCIENTIFIC.COM">dchinn@cascaDESCIENTIFIC.COM</a>	Biological Safety Cabinets and laminar flow equipment	
Pacific Office Solutions	18-0004-30	UW	Julie Valdez <a href="mailto:jvaldez@posolutions.com">jvaldez@posolutions.com</a>	Laboratory supplies and equipment	State and Federally certified Woman owned business
Qiagen	18-0050	UW	Emily Green <a href="mailto:emily.green@qiagen.com">emily.green@qiagen.com</a>	Biotechnology products and services	
Steris	CNR01419	GPO	Robin Johnston <a href="mailto:robin_johnston@steris.com">robin_johnston@steris.com</a>	Infection prevention products and services	

### Ordering a large piece of equipment that requires inside delivery?

Orders with unclear delivery instructions can sometimes go astray or be assessed storage charges if the carrier cannot deliver promptly. Fisher Scientific has provided delivery tips that can be easily applied to large equipment purchases from any Supplier:

- **Delivery Information in Ariba**

Complete the Deliver To (Room/Name field) on the Ariba “summary” screen with the delivery room number AND the contact name of the person coordinating the delivery. This field has limited characters thus, it is, recommended to abbreviate “room” to “Rm” and use only a first initial in order to accommodate longer last names.

**SHIPPING - ENTIRE REQUISITION**

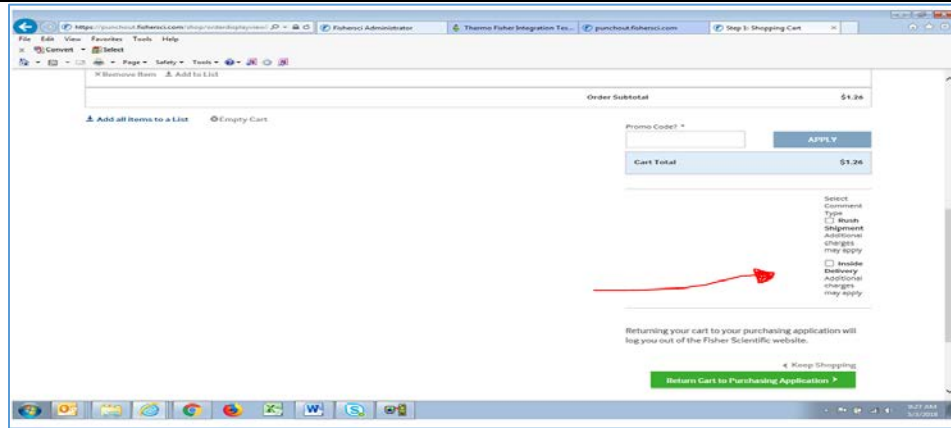
Ship To: \*

Deliver To(Room/Name): \*

**COMMENTS - ENTIRE REQUISITION**

- **Inside Delivery**

If Inside Delivery is required, this box must be checked on the Fisher Scientific punchout catalog:



When the carrier calls to schedule the delivery, call them back in a timely manner. Carriers may charge for products that “sit” on their dock. Carriers typically require a return call within two business days. Deliveries need to be set within five business days of receiving the initial call from the carrier. Storage charges incurred will be charged back to the Ordering Department.

If Inside Delivery is occurring, make sure all aspects of the delivery are completed prior to signing any documentation. By signing the document, you are stating that you are completely satisfied and that delivery is complete. Any further work will include additional fees that will be invoiced to the University.

- **Damaged Deliveries**

During delivery inspection, if you determine there is damage you have two options:

1. Refuse the shipment

- Have your receiving department note damage on the freight bill. You should **REFUSE SHIPMENT** due to damage.
- Contact Fisher Customer Service (1- 866-884-2021) for credit & replacement. (Do not assume that the freight company will notify Fisher about the refused shipment.)
- Fisher customer service will request copy of freight bill, with noted damage, from the freight company.

2. Accept the shipment:

- ***Please note damage on freight bill. This is very important!!***  
*Make sure to note: item number, product description, and specific damage.*
- Contact Fisher Customer Service (1- 866-884-2021) about damage. Fisher customer service will initiate credit and replacement.
- Be sure to provide the Fisher CSR with complete contact information to facilitate follow-up and credit for damaged shipment.
- Fisher customer service will initiate freight claim process.

Unpack and test your equipment to ensure that it is working properly. If you determine that the unit does not work or there is concealed damage:

- Contact Fisher Customer Service ASAP.
- Be sure to inspect items immediately upon receipt.
- For sensitive instrumentation, check for “shock watch” or “tilt” indicators on exterior of cartons/crates
- In most cases, Fisher only has 10 days to report concealed damage claims to the freight company.
- **Keep all original packaging for inspection purposes.** (Specific to deliveries where no inside delivery requirements were performed.)
- Any item being returned to a Fisher warehouse must be in its original packaging.
- If an item is returned to the warehouse not in its original packaging the customer will not receive credit for the return.
- Fisher Customer Service (1- 866-884-2021) will start freight claim process.

*Carriers only accept freight claims within about 10 days of delivery. If you fail to report issues within this timeframe, Fisher will be unable to assist you in correcting the situation.*

### **Illumina Obsolescence Notices**

Illumina will be obsolescing the following items. For more information, contact the Illumina rep, Stacy Musone at [smusone@illumina.com](mailto:smusone@illumina.com) or 206-890-7027.

Products to be Obsolesced	Obsolesced Catalog #	Alternative Product	Alternative Catalog #
Nextera DNA Library Prep Kit (24 samples)	FC-121-1030	Nextera DNA Flex Library Prep (24 samples)	20018704
Nextera DNA Library Prep Kit (96 samples)	FC-121-1031	Nextera DNA Flex Library Prep (96 samples)	20018705
Nextera Index Kit (24 indexes, 96 samples)	FC-121-1011	Nextera DNA CD Indexes (24 indexes, 24 samples)	20018707
Nextera Index Kit (96 indexes, 384 samples)	FC-121-1012	Nextera DNA CD Indexes (96 indexes, 96 samples)	20018708
Nextera XT Index Kit <sup>1</sup> (96 indexes, 384 samples)	FC-131-1002	Nextera XT Index Kit v2 Set A (96 indexes, 384 samples)	FC-131-2001 <sup>2</sup>
		Nextera XT Index Kit v2 Set B (96 indexes, 384 samples)	FC-131-2002 <sup>2</sup>
		Nextera XT Index Kit v2 Set C (96 indexes, 384 samples)	FC-131-2003 <sup>2</sup>
		Nextera XT Index Kit v2 Set D (96 indexes, 384 samples)	FC-131-2004 <sup>2</sup>

The last order date will be Nov 16, 2018, or until supplies last, whichever is earlier.

The last ship date will be Dec 21, 2018.

Products to be Obsolesced / Catalog Number	New Alternative Products / Catalog Number
NextSeq 500/550 Mid Output Kit v2 (150 Cycles) Catalog # FC-404-2001	NextSeq 500/550 Mid Output Kit v2.5 (150 Cycles) Catalog # 20024904
NextSeq 500/550 Mid Output Kit v2 (300 Cycles) Catalog # FC-404-2003	NextSeq 500/550 Mid Output Kit v2.5 (300 Cycles) Catalog # 20024905
NextSeq 500/550 High Output Kit v2 (75 Cycles) Catalog # FC-404-2005	NextSeq 500/550 High Output Kit v2.5 (75 Cycles) Catalog # 20024906
NextSeq 500/550 High Output Kit v2 (150 Cycles) Catalog # FC-404-2002	NextSeq 500/550 High Output Kit v2.5 (150 Cycles) Catalog # 20024907
NextSeq 500/550 High Output Kit v2 (300 Cycles) Catalog # FC-404-2004	NextSeq 500/550 High Output Kit v2.5 (300 Cycles) Catalog # 20024908

Last Order Date for the NextSeq v2.0 kits: December 31, 2018

Last Ship Date for the NextSeq v2.0 kits: February 28, 2019

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### Need training?

Are you a new employee or an employee that has been assigned a new procurement function? Do you think you could benefit from a review on a procurement or payment function you already do?

If you think you could use some training, check out the resources listed below.

For Procurement Services online training on buying, paying and more, visit the [tutorial page](#) to learn more.

For online learning opportunities about the MyFinancial Desktop reports, visit the [MyFD tutorial page](#) to learn more.

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### Dear PCS,

What is the #1 question submitted to Procurement Customer Service?

### Dear Curious,

Invoice payment status has been our most frequent question submitted for four years running.

Currently, campus departments can view the reconciled invoice payment information for most BPO, PO, and Non-PO invoices. If you haven't tried the Payment Loop yet, please learn how on our [website](#).

In late November, Ariba will be adding Payment Loop information also to eReimbursements (XR), eTravel Expense Reports (ER) and Payment to Individuals (P2I). With this next enhancement, reconciled invoice payment information will be added to Ariba so users can see payment dates as well as payment document numbers like check numbers and direct deposit numbers.

### Dear PCS,

I want to create an email template to send to the domestic suppliers that we need to register with UW- what should we include in it?

### Dear Helpful Email,

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While we don't recommend creating templates since processes can change over time, you can give your supplier helpful links to our website that describe the necessary steps. For instance:

- Ask them to fill out the Supplier Registration Form (our online Form W-9)
- Provide a link to the UW Supplier Registration webpage: <https://finance.uw.edu/ps/supplier-information/registration> which has information detailing the steps and timeline of our onboarding process
- Provide a link to our Doing Business with the University of Washington webpage: <https://finance.uw.edu/ps/suppliers>

It's important for campus departments to know how long electronic payment registration can take, because newly registered suppliers cannot immediately be paid via Non-PO. Supplier onboarding delays will also result if campus departments try to recommend certain payment options, since a supplier's preferred payment method is selected by the supplier when they fill out the Supplier Registration Form and is communicated between central office and the supplier directly.

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#### **New UW contract vendor**

Contract vendor, React Audiovisual Systems (CW2231954) is now available in Ariba for PO and BPO. Contact Dan Sharron at 206-851-2550 or [dan@react-av.com](mailto:dan@react-av.com).

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[ARIBA BUYING PORTAL](#)

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Customer Service: <mailto:pcshelp@uw.edu>

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