



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.

October 19, 2017

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HEADLINE NEWS

Ariba Card Application

What's Changing

On October 27, Card Applications in Ariba will include a new application for individual UW Travel Cards, as well as a separate form for ProCard Renewals. Additional enhancements for ProCard, CTA and Ghost PCards will include changes for department Approvers of Card Applications and will improve usability, consistency and comply with JP Morgan requirements.

What Action Do You Need to Take?

- **Have all Card Application (WPC) requests fully approved by 5:00 pm on Wednesday October 25, 2017.**
- *Note: If your Card Application (WPC) Composing or Submitted status on or after October 27, 2017, please be sure to select the Edit button and answer the new questions that have been added with the enhancements prior to submitting.*

Want to Learn More?

- On October 27, visit our Training webpage to see new guides under the ProCard/Travel Card/CTA section:
finance.uw.edu/ps/resources/training/tutorials

[Procurement Services Website](#)

[ARIBA Buying Portal](#)

[Newsletter Archive](#)

Contact Us

Customer Service:

pcshelp@uw.edu

Ariba eReimbursement Changes

What's Changing

In order to ensure proper Food per diem and invoice/receipt policy compliance, you will now be required to answer questions regarding your departments' policies regarding food purchases and invoice/receipt backup. Questions regarding expenses associated with travel have also been clarified.

What Action Do You Need to Take?

- **Work with your Department Administration** to ensure that you have the proper policies in place:
 - Food Approval Guidance: finance.uw.edu/food-approval
 - Receipt Policy Information: finance.uw.edu/ps/resources/receiptpolicy
- **Have all eReimbursement (XR) requests fully approved by 5:00 pm on Wednesday, October 25, 2017.**
- *Note: If your Reimbursement request is in Composing or Submitted status on or after October 27, 2017, please be sure to select the Edit button and answer the new questions that have been added with the enhancements prior to submitting.*

Want to Learn More?

- Watch the recorded eReimbursement webcast here: finance.uw.edu/ps/resources/training-and-tutorials/ariba

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

REMINDER: 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 wəˈtəb?altx^w – Intellectual House on Wednesday, October 25, from 11 a.m. to 2 p.m. For more information, email Toren Elste at tee10@uw.edu.

What's New in Ariba

Over Direct Buy Limit Classification Changes & Reminders

Here are a few helpful reminders as you are making modifications to your Blanket Purchase Orders (BPOs) after the Ariba enhancements that took place in August. If you need a recap on what changed, take a look at our “Ariba Enhancements Coming in August!” Webcast and PowerPoint slides located on our [website](#).

Among the changes is the new question: “What is the basis for this supplier selection?” This question is being asked for the following reasons:

- To better classify orders over the [Direct Buy Limit](#)
- Increase compliance in other areas of purchasing

Previously, only Sole Source questions were asked, which may not be the most appropriate answer for why your supplier was selected.

What does this mean for people making modifications now to BPOs created *before* these changes took place on August 18, 2017? You will now have five options to choose from as to why you selected the supplier for your Blanket Purchase Order. Each option below will link you to our webpage with more information:

- Competitive Solicitation
- Existing Contract
- Sole Source
- Supplier named in a Grant (non-Federal)
- Supplier named in a Federal Grant or Contract

Always select the appropriate reason, *which may be different from when you originally submitted your CR now that more options are available*, and then complete the additional questions for that selection. For more information, see the [How to Buy](#) webpage.

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

Procurement Customer Service Help

Dear PCS,

I'm modifying my BPO and I'm seeing this error message: “Account Code must be populated.” When I look at the Account Code field there is already an account code listed. Why am I seeing this error?

Dear Account Code Error,

You are seeing this error because your BPO was probably set up using account codes associated with the 2013 biennium. Even though you can see an account code, the 2013 biennium account codes are no longer available for use, and any change will require the account code to be updated to the current biennium version. Please click on the down arrow next to the account code to search for more and select the 2017 version of your account code.

You will need to do this for each line item on your Contract Request modification.

Dear PCS,

I received another email with this subject line “Orders/Contracts Must Be Received;” however, I already received. Do I need to receive again?

Dear Daily Reminders,

Please do not receive again. If you do so, you may be out of balance on your BPO. You will continue to receive the reminder emails until the full Invoice Reconciliation (IR) process is complete and your invoice (INV) shows a status of Reconciled. Using the Receiving Exceptions Report in Ariba instead will tell you if Receiving still needs to be done. Invoices for which receiving has been completed will no longer show on the report and will avoid duplicate receipts being submitted.

If you haven't utilized the Receiving Exception Report, you may be overlooking a valuable reconciliation tool. We highly recommend using this tool as part of your Receiving procedure, especially if you manage multiple BPOs. Please see our PDF Tutorial on [How to run the Receiving Exceptions Report](#).

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 you may have.

Paper Reduction at UW



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

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Procurement Services is part of UW Finance within Finance & Administration.

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