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.

February 21, 2017

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Procurement Services Website

HEADLINE NEWS

PaymentNet System Maintenance March 14 – March 20

In order to transition our ProCards and Travel Cards to Chip & Pin technology this summer, our Commercial Card provider, J.P. Morgan Chase (JPMC), is migrating the PaymentNet application to a new card transaction processing system.

What Does This Mean to You?

PaymentNet will have limited accessibility for campus users and Card Services during the following periods of time:

- **Complete Outage of PaymentNet**
  5 p.m. Friday, March 17 through 9 a.m. Monday, March 20
  You will not be able to login to PaymentNet and review transactions.

- **Cutoff Times for Credit Limit Increases** – The Credit Limit Increase needs to be approved by the Department Approver by:

  - **Friday, March 10 by noon** for increases requiring Purchasing Review (i.e., Over $10,000 or needing contract review)

  - **Monday, March 13 by 5 p.m.** for increases that do not require Purchasing Review

For more information about the Chip & Pin Card project, please visit the website.

New part numbers for Rainin Catalog

Have you checked the Rainin Catalog for new part numbers for your purchases?

Rainin has changed their part numbers from an alphanumeric combination to an 8-digit number. Rainin's punch-out Catalog is still the preferred purchasing method for Rainin orders and ensures accurate part numbers, pricing and availability on these items. Please utilize Rainin's search feature in their punch-out Catalog to locate updated part numbers. Simply enter your old part number into Rainin's punch-out search bar and you will see the items populate with the new information.

Do you utilize Purchase Path for placing your orders with Rainin? Be sure to check the Rainin's punch-out catalog in ARIBA for your new part numbers. Items ordered through the Non-Catalog process may contain outdated part numbers and pricing.

If you are unable to find the correct 8-digit item number, please reach out to your Rainin representative for assistance. Stella Sorenson is available for part number inquiries at stella.sorenson@rainin.com or Rainin's support line is a quick call away at 1-800-4-RAININ!

Supplier and Travel Fair - February 28, 2017
11 a.m. – 2 p.m.
HUB Ballroom

Please join staff from the UW Business Diversity Program, Procurement Services and Travel Office for this annual event. This year's event has expanded to include travel related services, in addition to other UW departments, small, local and UW contract suppliers.

- Enjoy light refreshments

- Enter to win prizes

- Pick up free items from UW departments and exhibitors

- Learn more about training opportunities offered by Travel and Procurement Services

- Learn about the benefits of booking through the UW's preferred travel agency.

Register at https://catalyst.uw.edu/webq/survey/uwbdp/321850

What's New in ARIBA

Upcoming ARIBA Release scheduled for 2/27/2017

During the past several weeks, we have been testing the new Service Pack 15 from ARIBA, which contains a variety of fixes and enhancements:

- Receipts for a BPO will now reconcile invoices based upon the date and time created for the invoice. When a receipt is submitted and approved, it will start clearing from the oldest invoice created it can

match up with and then go down the list to clear any remaining whole invoices the receiving balance allows. Previously, invoices could reconcile in a different order if they were all created on the same date.

- When you attach a document to a Requisition, the "Visible to Supplier" checkbox will now be available on the same page. Previously when attaching a document, you had to navigate back to the main page and check "Visible to Supplier."

- There have been some reported system issues when two Watchers were at the beginning of an approval graph; this has now been resolved.

- For Non-PO Invoice preparers, the Create Line Item Credit Memo button was not available for use. We have now disabled the display of this button to reduce confusion.

Stay tuned for more details on these updates prior to launch.

Updates to the Supplier PDR Report coming soon

In March, several enhancements will be released for the Supplier Search PDR to expand visibility to supplier information and make ordering and payment information more transparent. This PDR will have UW brand colors, return results faster, and have a streamlined search functionality that allows a user to easily search by supplier name or number. Additional information will be on the report, including Tax ID Verification results, root level and address status, and additional address-level details.

Procurement Customer Service Help

Was your New Year's Resolution to be more organized? How is that going? In this inaugural edition of Dear PCS Help, we look at three common questions and answers that can help you reach your goal.

Dear PCS Help,

How do I close on old Purchase Order (PO)?

Dear Campus Department,

Please visit the forms section of the Procurement Services website. Click on the "Change / Close Request Form for EI Purchase Orders" and be sure to select "Close" eProcurement as the request type. Fill out the form to get the process going. (If the PO in question is a legacy PAS PO, send an email request to cancel at saf@uw.edu).

Dear PCS Help,

Our department placed a catalog order in ARIBA to order supplies last month. We just realized that we never received our box of paper. Can you help us figure out what happened?

Dear Campus Contact,

To get started, go to UW Contacts to find the supplier contact. Type in the name of the supplier you placed the order with and click Search. On the

results, click on the appropriate contract number and you will find their contact information.

Simply send them an email and reference your purchase order (PO) number (beginning with EI) and they will help you. Make sure to check the Special Instructions section on the Contract for additional information needed to trace your order (like a UW account number).

Dear PCS Help,

How do I get use tax reversed on an order I created? I'm trying to be better about this in the future, so how can I be more proactive about this?

Dear Campus Partner,

If the charge was processed on an invoice through ARIBA or your ProCard, submit your correction through Procurement Desktop Reports (PDR) and the Use Tax Correction Report. Please keep in mind that use tax can only be reversed 90 days from the posting date.

A great way to be proactive is to ensure that you select the most appropriate object code for your purchase as these codes help determine taxability. The Taxability List on the Tax Office website can also help.
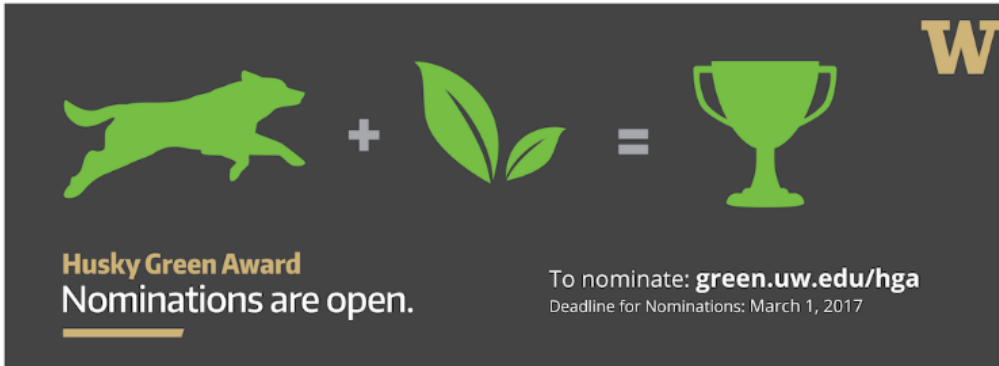
We hope you enjoyed this edition of Dear PCS Help. As always, feel free to shoot us an email at pcshelp@uw.edu or call us at 206-543-4500 with any questions you may have.

Supplier News

BD Safety Alert Reminder: Compounded Drugs Stored in BD Syringes

In August of 2015, the FDA issued a safety alert for BD's 3mL and 5mL plastic syringes related to reduced compounded drug potency. The alert is important for a small percentage of customers who might be storing certain types of medications in the syringes-a use which is not approved. BD continues to support product searches on their website in relation to their alert originally issued in 2015. You can check part numbers and lots on their website.

2017 UW Husky Green Awards

Husky Green Award
Nominations are open.

To nominate: green.uw.edu/hga
Deadline for Nominations: March 1, 2017

The annual Husky Green Awards recognize individuals and teams from all UW campuses who demonstrate initiative, leadership and dedication to sustainability. Award winners are determined through nominations from the UW community, so this is your chance to give students, faculty and staff recognition for their sustainability efforts!

All members of the UW community can submit a nomination by going to www.green.uw.edu/hga by the March 1, 2017 deadline. Winners will be announced at the UW Earth Day celebrations in Red Square on April 21.