

# Procurement Services

## Campus News & Information



September 2019

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## PAYMENTNET NEWS

PaymentNet®

LOG IN QUICK REFERENCE GUIDE

### Supported Browsers:

- Microsoft Internet Explorer® 11 on Windows 7
- Microsoft Internet Explorer 10 on Windows 7
- Mozilla Firefox® 52 and above on Windows 7
- Google Chrome™ 71 and above on Windows 7 (**Procard office advises against using Chrome**)

You can access PaymentNet from any computer that is registered to your user ID. A computer is registered if at least one of the following is true:

- You have used the same Internet browser on this computer to successfully log into PaymentNet.
- You did not clear the option to have PaymentNet retain registration of your computer.
- The cookies, cache, or temporary files have not been cleared since the last time you logged in.

Even if you have already registered your computer, various events may require you to register it again; for example, if you have cleared your browser's cookies, cache, or temporary files since the last time you logged in to your account, you will be required to re-register. Similarly, if you log in from a different browser, or

**Brenda  
Lovejoy**

- **Who should I purchase from?**
- **Procurement Customer Service Team is Hiring!**
- **Dear PCS**

if there have been software or hardware profile changes on your computer, you will need to re-register.

Note: You should not complete the registration process if you are logging in from a public computer.

If you encounter log in problems feel free to email [procard@uw.edu](mailto:procard@uw.edu) for guidance.



## ILLUMINA'S KITTED TDE1 TAGMENT DNA ENZYME AND TD TAGMENT DNA BUFFER

Illumina has launched a kitted configuration of the TDE1 Tagment DNA Enzyme and TD Tagment DNA Buffer that many UW labs order for use in ATAC-Seq library preparation. The new kits include both enzyme and buffer tubes in a single box.

Illumina will be discontinuing the previously used stand-alone part numbers. Illumina has also added a large-format option. The actual enzyme and buffer themselves remain unchanged.

Discontinued part numbers:

15027865	TDE1 Tagment DNA Enzyme (24 rxns)
15027866	TD (Tagment DNA Buffer)

New part numbers:

20034197	Illumina Tagment DNA TDE1 Enzyme and Buffer Small Kit
•	Tagment DNA Enzyme, 0.17mL (1 tube)
•	Tagment DNA Buffer, 1.24mL (1 tube)
20034198	Illumina Tagment DNA TDE1 Enzyme and Buffer Large Kit
•	Tagment DNA Enzyme, 0.65mL (1 tube)
•	Tagment DNA Buffer, 1.24mL (1 tube)
•	Tagment DNA Buffer, 1.24mL (1 tube)

The price has changed and to ease this transition, Illumina has special pricing available. Please contact Stacy Musone ([smusone@illumina.com](mailto:smusone@illumina.com)) or Cole Fassino, ([cfassino@illumina.com](mailto:cfassino@illumina.com)), for a price quote and with any questions.



## COMING SOON: NEW Ariba PUNCHOUT CATALOG FOR THOMAS SCIENTIFIC LLC

Thomas Scientific LLC has been providing the scientific community with general laboratory supplies, equipment and chemicals for over 100 years. Products from the following companies, several of which formerly provided catalogs for the University of Washington, will soon be available for purchase through a Thomas Scientific punchout in Ariba:

- Bioline
- Denville Scientific
- E&K Scientific
- Phenix Research
- Corning

When the new punchout catalog is announced in the Ariba News Portal, please start using it to place catalog orders in Ariba with Thomas Scientific LLC instead of creating non-catalog orders.

For additional information contact:

- Customer Service: 800-934-8114
- Seattle-Based Sales Representative:  
Dijon Hill, MS  
Territory Account Manager – PNW  
206-450-7340  
[dijon.hill@thomassci.com](mailto:dijon.hill@thomassci.com)

## NEW WEBCAST TRAINING SERIES TOPICS COMING IN OCTOBER

### Coming in October:

- Buying from Contracts at the UW – 10/2/2019 from 10am to 11am.

- For more details about this webcast, click: <https://finance.uw.edu/ps/resources/training-and-tutorials/ariba>
- Changing/Closing BPO's – 10/15/2019 from 10am to 11 am.

### Coming Soon:

- P2I
- Reports
- Supplier On-boarding

The training topics are the result of campus feedback we gathered in May.

Each webcast will be an hour in length, with a half hour devoted to Q & A. Every webcast in the series will be recorded and posted to the Procurement Services website after the event date for those who were not able to participate.

To register for a webcast, click: <https://finance.uw.edu/ps/upcoming-events>.

### BEST BUY NEW CONTACT:

**Brenda Lovejoy** | Strategic Account Manager  
Best Buy Co. | C-612-990-0163



### WHO SHOULD I PURCHASE FROM?

We recommend that you always look for your item from one of our Ariba catalogs or contracted suppliers. Many of our catalog suppliers are distributors for other companies' products and you will find them in their catalogs or can request a quote if the supplier is shown but a particular product is unavailable. One example is Life Sciences and Scientific products: Fisher, VWR and soon Thomas Scientific, as well as other catalogs, carry Corning, Denville, Santa Cruz Biotechnologies products and others. It is recommended that you always check the Ariba catalogs or request a quote from a catalog supplier before purchasing directly from the manufacturer.

You can use the [UW Contract Search](#) report to locate "Life Sciences" and other "Scientific" suppliers by typing those words in the Keyword Search field. The results will tell you if there is an Ariba catalog and who to reach out to if you need a quote for a specific item. If you do not find a contract, you can reach out to the contracting team using the [Subject Matter Experts](#) list under Contact Us on our website.

It's also good to review our [Getting Started](#) web page for other purchasing options and information.

**THE PROCUREMENT CUSTOMER SERVICE TEAM IS HIRING!**

Several team members in Procurement Customer Service have been promoted to new, fabulous positions at UW allowing them to further their careers, and our team is now rehiring. Positions are posted in UW Hires to help us onboard the next amazing team member. Please share with those who may be interested in a position with Procurement Services. We also thank you in advance for your patience, as PCS response times with limited staff will naturally increase. Please visit our website as a resource for common processes and questions.

## Q & A

### **DEAR PCS,**

I have a supplier who is trying to refund or deposit money to our department and wants our banking information to send it by ACH Direct Deposit or wire. Where can I find that information?

### **Dear Refund/Deposit,**

The banking information to provide your supplier is on the Banking and Accounting website <https://finance.uw.edu/bao/>. Click the Electronic Payments link in the Cash Receivables block to learn how to receive an electronic deposit at the UW and fill out the request form. You need a UW NetID and password to access the information.

### **Dear PCS,**

I never received the email notification that I had a pending approval in Ariba. How do I know when I need to approve?

### **Dear Notifications,**

Instead of relying on email notifications, which could be affected by an eOutage or sent to a spam or clutter folder, try using the To Do section on your Ariba homepage or specific Ariba application tab. The To Do box will tell you if there is anything pending your attention.

[PROCUREMENT SERVICES](#)

[ARIBA BUYING](#)

[UPDATE YOUR SUBSCRIPTIONS](#) | [UNSUBSCRIBE](#) | [VIEW THIS MESSAGE ONLINE](#)

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

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