



Procurement Services

Campus News Flash

July 2023

The Potential United Parcel Service Strike on 8/1

Procurement Services is monitoring this event closely on the possible operational impact of a UPS strike on the UW Academy, and have been communicating with our suppliers on contingency planning, and learned that most of our largest supplier partners have relationships with FedEx and UPS.

The guidance to our campus customers is to place orders for any items critical to your operation early to accommodate an expected increased lead time. Also, when appropriate for your business needs and consistent with your departmental policy, Amazon Business may be a reasonable alternative since they have their logistic infrastructure and may lessen the impact of an impending strike by UPS.

As of today, there is promising news of the parties got back to the negotiating table and a new deal between the parties is pending Teamster member's vote that may stop the strike from happening. We will provide more updates as this situation develops.

Lastly, below is the guidance from our Creative Communications Mailing Services Team regarding this issue:

“TO: University Campus Community

FR: Steven V. Roberts
Assistant Director, UW Mailing Services
Box 359010

Seattle, WA 98195-9010
206.616.9011 Direct/ vm

RE: Potential United Parcel Service (UPS) Strike, August 1st

Dear valued customer,

Mailing Services is closely monitoring the potential for a UPS strike on August 1st. If a strike occurs, some or all of the UPS packages addressed to zip code 98195 could possibly be delivered to our loading bays. If this does occur, Mailing Services delivery teams will sort and deliver items as they arrive with regular campus mail. Overnight Express items will receive priority service with our e-Bike delivery team.

In the meantime, we recommend you plan on alternative shipping methods just in case a strike does occur. You can drop any outgoing items at your normal outgoing mail location, requesting ground or expedited service from the United States Postal Service (USPS), or FedEx. We are the main campus shipping pick-up location and control the main accounts for FedEx, UPS and USPS, which will allow us to automatically bill your Postage Account Number (PAN), and avoid the need to open a new account for your unit/department.

If you are ordering items, please try to select a different delivery company to avoid potential delays or spoilage for perishable items and research materials, until this potential strike action is over.

We do not want you to worry about expedited parcel or package service if a strike occurs, and can work with you to determine the best options for your department. If you have questions about your specific business needs, please contact us by email at mailserv@uw.edu.”

Important News about Issues in Workday

1. Order Stuck in Draft Status

- Procurement Services is working closely with the Hypercare team to resolve many orders to our Third-Party Round-Trip Catalog suppliers (formerly known as “Punch Out” catalogs) that are stuck in a “Draft” status in Workday due to an error with the Location Customer Account Number (“LCAN”) data in Workday.
- For context, LCAN must synchronize purchase order data delivery between UW, GHX (our third-party catalog host), and the Supplier. The Hypercare team have published job aides in the Bridge LMS entitled Pro-J-14 “Create Requisition: Deliver To Addendum” and other training and communication to help the campus customers select the correct “Deliver To” and “Ship to” sequence to help mitigate these errors in the future.

- Procurement Services is working closely with our supplier partners to manually send these "stuck" orders via email attachment. Campus customers will see the PO's status change to "Issued" as we make progress to clear these out of Workday.
- To help mitigate order failure due to incorrect Deliver To selection, the Hypercare team has implemented a change in Workday where the Deliver To is now a required field. This change will take place on 7/21.
- For Requisition Requesters specifically, this change will require you to select a specific Deliver To (not your standard default Deliver To). If this doesn't happen, your requisition will fail when you attempt to submit the requisition. If you are having difficulties with this process once it is deployed, please follow the existing protocol, and escalate to your Shared Environment leads for initial assistance. No action is required for any in-process requisitions.
- This is a complex issue to resolve due to the large number of delivery locations on campus, and we appreciate your patience while we work hard to find both an immediate and sustainable solution to resolve these issues in the future.

2. Third-Party Round Trip Catalogs

We are getting a lot of questions and concerns from our campus customers about the small number of Third-Party Round-Trip Catalogs ("TPRC") in Workday (16 currently, vs. 60+ in Ariba). Let me start by stating that Procurement Services' goal is to build a rich and robust e-Procurement ecosystem as it provides the most automated buying experience for our campus customers, and we will continue to work hard to achieve this goal. We also performed careful analysis to select the initial set of suppliers in our Phase One launch by go-live due to their overall operational impacts based on a combination of dollars spent, number of transactions, and other business criticality. We want to thank the members of our Business Systems, Contract and Sourcing teams, our FT Procurement and Supply Chain design team, and team from Global Health Exchange (GHX) for making this happen.

As for Phase Two of this project, due to the drastically increased complexity of managing this ecosystem in the new partnership between Workday and GHX, we are not able to provide any due date for adding any more TPRC at this time but can only say that this is high on our priority list as we continue to assess the level of resources needed. Again, we appreciate your grace and patience as we navigate this new landscape together.

3. Workday Tip and Tricks

If you have a security role that requires you to approve transactions in Workday, like Expense Reports for Travel, use the "Send Back" option as a default. This allows your upstream user to

make corrections to an existing transaction, vs “Deny” which wipes out the record and forces the upstream user to have to start over from square one.

5. PaymentNet Read-Only Access

PaymentNet is in “read-only” status allowing users to see ProCard and CTA transactions.

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Customer Service: pcshelp@uw.edu

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