

# Procurement Services

## Campus News & Information



**August 2023**

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## UW ACADEMY ACCOUNTS PAYABLE UPDATE

Procurement Services is actively working through a large backlog of invoices, and we appreciate your patience and understanding during this difficult time. We are taking immediate actions to help remedy the situation:

1. Augmenting our current staffing level to accommodate the volume of transactions
2. Working closely with our Hypercare team to analyze and resolve all of the invoice exceptions
3. Working with OSP and another process partner to provide better guidance to our vendor community regarding invoice accuracy.

Meanwhile, the UW Academy campus users can help remedy this dire situation by creating receipts against purchase orders to clear up a large number of "In Progress" invoices due to a match exception. You can do this by first running the Invoice Match Exception report (R1166) and locating the correct company (UW1861 or SOM) or Company Hierarchy, and further filtering this report by your Cost Center and any other applicable data

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elements and looking for Invoices that are “In Progress” with Invoice Line Exception of “Supplier Invoice Processed Without Receipt Created.”

For more details on performing the receiving function in Workday, please look at the Procurement Services website [System Receiving for Orders](#) and [KB003232](#) within the UW Connect Finance portal.

## PRIOR PERIOD CLOSED AND NEW MONTH END CLOSE PROCESS

Now that Biennium Close has concluded and no more transactions post to the prior period, it is a good time to look to the new month end close calendar.

The University of Washington is transitioning from an annual close to a month-end cycle of closing the books across the entire enterprise. The month end close calendar is a 10-business day process closing Workday financial accounting books each month. For more information, please see the month end close page below for more information.

<https://finance.uw.edu/fr/month-end-Close>

## AUGUST 2023 "ASK US ANYTHING ABOUT PURCHASING!" WEBINAR

Join our free-form monthly Zoom sessions to learn and ask questions about Contracting, Sourcing, and Purchasing processes. Our lead off topics are discussion starters, but we really want to focus on your questions. We meet the third Thursday of every month from 1-2pm.

**On August 17, 2023, our conversation starter will be: PO's in Workday:  
Tips, Tricks, and Lessons Learned**

Registration links are updated here: <https://finance.uw.edu/ps/upcoming-events>

Please let us know if there is a topic you'd like us to address at an upcoming session by sending us an email: Lynn Magill [lmagill@uw.edu](mailto:lmagill@uw.edu)

## JULY "ASK US ANYTHING" QUESTIONS AND ANSWERS

We were delighted at the turnout for the July "Ask Us Anything" session, which yielded many timely and excellent questions. As promised, answers to (most) of the questions that we were unable to finish in the session are now posted on the Procurement Services website under the NEWS section, <https://finance.uw.edu/ps/>.

Thank you again for your participation, and we hope to see you again, at future sessions!

## ROUNDTrip CATALOG AVAILABILITY CORE BUSINESS HOURS 8:00AM – 5:00PM MONDAY-FRIDAY

We are continuing to improve the RoundTrip catalog experience. To do so, occasionally RoundTrip catalogs will be removed for maintenance outside core business hours of 8:00am – 5:00pm and over some weekends through the Hypercare period. To see the current full list of RoundTrip catalogs, please visit the updated [Catalog Purchases webpage](#) on the Procurement Services website.

## MEDLINE FULL CATALOG IS NOW AVAILABLE AT UW

# Your resource for medical and surgical supplies



Medline's full catalog now available at UW



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Medline is happy to announce that we are on your Workday ordering platform. Now you have even easier access to our large product selection, competitive pricing, substantial discounts and free freight on orders over \$150. Explore our portfolio of national brand products and Medline manufactured items for med/surg, research and capital needs. Let us help you by helping your department across the UW campus.

With this transition each department has been given a new account number. If you need assistance with how to access your account and place orders, please reach out to your dedicated sales representative.



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## PERKIN ELMER HEALTH SCIENCES IS NOW REVVITY

Perkin Elmer Health Sciences is now Revvity, a health science solutions company that leverages innovation across life sciences and diagnostics to help improve lives everywhere.

As part of our transformation, we have now changed the names of our legal entities to reflect our new name and brand.

The transition to Revvity branding across all aspects of our business will take place over the next several months. You will see updates to the new brand across individual emails, products, and materials (e.g., informational and product overview documents), which will be rebranded on a rolling basis over the coming months.

- You may see a mix of both Revvity and PerkinElmer branded products over the next few months; you will notice that many products will be rebranded in Q4' 2023.
- Emails sent to PerkinElmer will be forwarded to the appropriate mailbox for a transitional period.

E-mail:

[USCAN.Service@revvity.com](mailto:USCAN.Service@revvity.com)

[USCAN.Orders@revvity.com](mailto:USCAN.Orders@revvity.com)

[USCAN.InstrumentOrders@revvity.com](mailto:USCAN.InstrumentOrders@revvity.com)

[USCAN.RH@revvity.com](mailto:USCAN.RH@revvity.com)

## FALL 2023 CATERING LIST!

We are excited to inform you about unveiling the Fall 2023 Catering List! We're excited to share with you a collection of our preferred vendors. Having successfully navigated the application process at UW to become our preferred caterers, their offerings are indeed a treat for the senses. As a new school year is upon us, we know the caterers are eager for the opportunity to share their tasty offerings with campus. Please view the list [here](#).

If you are interested in using a caterer not on the approved list please request they complete the online application available at: [here](#). and/or have them contact Lloyd Dees [deesl@uw.edu](mailto:deesl@uw.edu) Go Huskies!