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W UNIVERSITY of WASHINGTON

Procurement Services

Campus News & Information



December 2022

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NEW ASSISTANT DIRECTOR OF PROCUREMENT SERVICES CONTRACTING & SOURCING

Dear Team and our Campus Partners,

I am pleased to announce that after a lengthy recruitment effort that included both internal and external candidates, our very own Lynn Magill has accepted the position of Assistant Director for Contract and Sourcing, vacated by the recently retired Steve Ebling. The effective starting date for her new role will be 12/16/22. Please join me in congratulating Lynn and lending her our support as she transitions into her new role. I also want to thank the interview panel, including Teresa Athan, Kathy Katterhagen, and Tina Padilla, for their support, feedback, and effort on this recruitment.

So, congratulations to you, Lynn; I look forward to working with you in your new capacity, as we have a lot of work ahead of us heading into Workday go-live.

Best,

Ray Hsu, C.P.M.

Executive Director

Purchasing!" Webinar

- National Recognition - UW is Named Second Overall for Sustainable Purchasing
- New Account Manager MSC Industrial Supply Co.

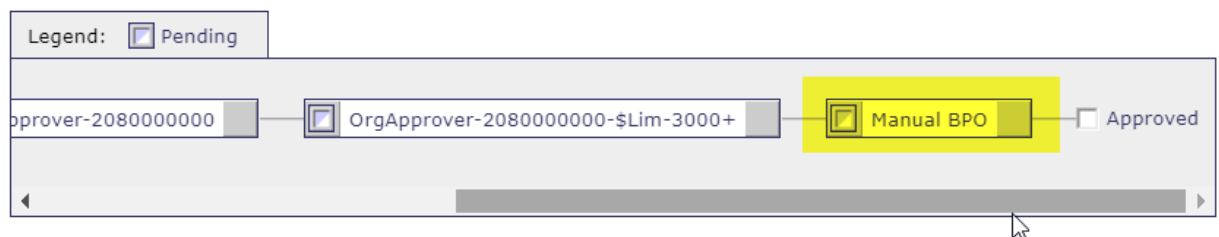
Enterprise Services - Procurement Services
UW Finance

Manual BPO Supplier Information

With UW Finance Transformation on the horizon in 2023, Procurement Services is making an effort to reduce the number of suppliers required to join the [Ariba Network](#) during this transition.

If you need to add a new supplier, the supplier will still complete the supplier registration. Once completed, you will submit the Ariba Trading Relationship Request form (TRR). You will receive an email from Vendor Control letting you know if your supplier has been set up as "Ready for BPO" or, if they have been sent the TRR to join the Ariba Network. If the vendor is "Ready for BPO," the email will give you information to include on your Contract Request.

When you create a **Contract Request**, you will know if your supplier is **Ready for BPO (manual)** by clicking on the Approval Flow tab from the **Summary tab** and last approver listed is called **Manual BPO**. If it is, please add an internal comment with the contact's name and email so the Procurement contracting team will know where to send the BPO.



Manual BPO's, including attachments will be sent to the supplier by the Procurement contracting team and the department will be copied on the transmittal.

- Best Practice – Tip: It's always advisable to include the supplier's contact information, including email address in the comments section, regardless of whether the supplier is enabled in Ariba.
 - This will make it easier for the contracting staff to send a manual BPO or address questions with the supplier.

If you have any questions, please contact PCSHelp at 206-543-4500 or pcshelp@uw.edu to ask a Department Administrator.

JANUARY 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 January 19, 2023, the first conversation starter of the new year will be: Direct Buy Limit Basics

What is the Direct Buy Limit? When do I need a sole source vs. doing a solicitation? This foundational knowledge will help make your purchasing process easier!

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.

NATIONAL RECOGNITION – UW IS NAMED SECOND OVERALL FOR SUSTAINABLE PURCHASING

The University has recently been recognized as a national leader for its sustainability performance, particularly in the areas of purchasing and transportation.

The Association for the Advancement of Sustainability in Higher Education (AASHE) [2022 Sustainable Campus Index](#) named the UW second overall, and first among doctoral universities, for sustainable purchasing. <https://green.uw.edu/blog/2022-12/uw-earns-sustainability-recognition>.

BUSINESS SUPPLIER PROFILE – MSC INDUSTRIAL SUPPLY CO.

Visit the MSC Hosted Catalog in Ariba

New UW Account Manager: Meet Richard Golphenee

I feel lucky to be part of our Seattle team. Working together, we provide valuable insights, solutions, and work closely with our vendors for our customers. We embrace diversity and work toward inclusion. I continue to learn and enjoy working in the state and local government environment and engaging in challenging discussions as we all evolve together.

I was born and raised in Washington State and, I love living in Seattle. I enjoy going to festivals and live music. I also play competitive tennis in my spare time.

I am on campus regularly, and I look forward to meeting everyone and working with you to reach your department's goals.

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