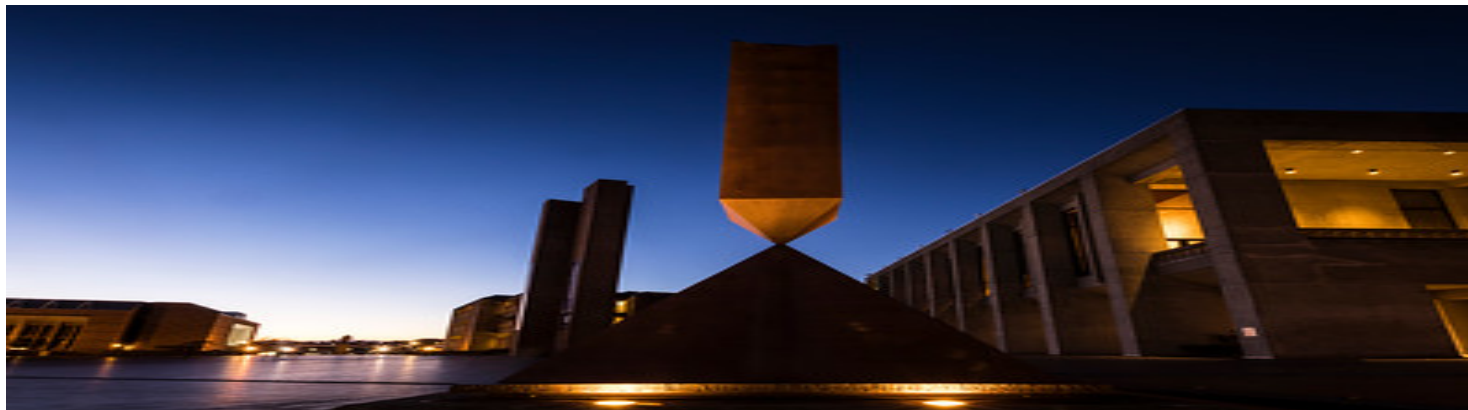


Procurement Services

Campus News & Information



December 2021

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UPS ALERT – GAP IN DISCOUNT RATES

The University is finalizing a new contract with UPS; however, discount rates will not be in place until December 27. In the meantime, you can still use UPS, but not receive discounted rates or you can use FedEx and receive discounted rates. If you notice any issues with your account after December 27, please contact Danielle Rosenow in Procurement Services with your UPS account number at drosenow@uw.edu.

IMPORTANT INFORMATION AND GUIDANCE FROM UW PRIVACY OFFICE

UW units that engage a third party (including vendors) in [data processing](#) of [personal data](#) must complete a [data processing agreement](#) and must register the activity in the Privacy Office's [TrustArc Privacy Management Platform](#). The Procurement Services [Exceptions List](#) has been updated to include these requirements.

As requested by several UW colleagues, the UW Privacy Office published the below information related to new requirements for UW units who engage a third party in [data processing](#) involving [personal data](#).

- **Small Business
Supplier Profiles**

- **Third Party Data Processing Training Session** was re-recorded to provide a high-level overview of the new requirements, template agreements, and procedures related to privacy/data sharing/data processing agreements with third parties. To view the training select the fourth training option under [Online Training](#) on the Data Processing Agreement webpage.
- **TrustArc Privacy Management Platform** went live on October 1, 2021, with the third party data processing registry. The privacy website includes [general information](#) and [access](#) for UW units to register finalized third party data processing or privacy agreement(s). The next phases of this Privacy system implementation will include business processes and systems inventory, and universal privacy impact/data protection/risk assessment templates and workflows.
- **Third Party Data Processing Registry Training Session** provides [step-by-step instructions](#) for UW units to learn how to register third party (i.e., non-UW parties) data processing activities and/or agreements.
- [Third Party Data Processing Agreement Decision Support Tool](#) should be used to make a decision or confirm a decision about whether a Data Processing Agreement (DPA) is needed.
Note: NetID authentication is required to access some of the above resources.

BECKMAN COULTER INC. PUNCHOUT CATALOG IS NOW AVAILABLE IN ARIBA

We are pleased to announce the availability of a BECKMAN COULTER INC PunchOut Catalog in Ariba. Instead of creating Non-Catalog Orders where you manually enter the Item Description, Item Part Number, Commodity Code, and Price, you can now click on the BECKMAN COULTER INC logo on the Ariba Catalog page to access the UW BECKMAN COULTER INC PunchOut Catalog. As you browse through their Life Sciences products, select items, and add them to your shopping cart, the Item Description, Item Part Number, Commodity Code, and Price are automatically provided.

In addition to browsing for and ordering Life Sciences products, the new PunchOut Catalog features include:

- Streamlined ordering using the QUICK ORDER feature by part number and quantity entry into the Quick Orders field, or by csv file upload for multiple items
- A field to enter for a Promotional Code for discounts

For campus users who are already placing Ariba Non-Catalog Orders with BECKMAN COULTER INC, we recommend you check the new PunchOut

Catalog first for availability. You still have the option to place a Non-Catalog Order if necessary.

NETA SCIENTIFIC, INC. HOLIDAY SCHEDULE

Neta Scientific, Inc. offices and warehouses will be closed Thursday, December 23rd, Friday, December 24th, and Friday, December 31st.

Their final day of shipping for 2021 is Monday, December 20th.

Please take this into consideration when placing your orders.

They will be able to ship orders after the 20th only, if requested.

They will return to their regular shipping schedule Monday, January 3, 2022.

PROCUREMENT SERVICES TRAINING WEBCAST RECORDINGS

Every training webcast the Procurement Services Training team gives is recorded and posted for UW to view. Watch the most recent addition, the Supplier Onboarding training, delivered on 12/15/2021.

<https://finance.uw.edu/ps/resources/training-and-tutorials/ariba>

JANUARY 2022, "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.

January 20, 2022 our conversation starter will be: *Helpful Tips & Tricks for Campus Procurement Requests*

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.

SMALL BUSINESS SUPPLIER PROFILES –

Workpointe

Hello friends at UW! I am Courtney Makowski, a new Account Manager at Workpointe, focusing on Healthcare and Education. I am new to Seattle coming from Green Bay, Wisconsin (Go Pack Go!). I studied Communication and Biology at a small college near Green Bay where I was also a member of Delta Phi Epsilon.

After graduation, I was at KI in the Inside Sales department for almost 2 years. When I am not at the gym, I am exploring Seattle and trying to get involved within some of the communities in Washington!

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