W UNIVERSITY of WASHINGTON

Procurement Services

Campus News & Information

June 2021

SPECIAL ORDERING AND BILLING INSTRUCTIONS FOR ORACLE

We have been experiencing a high volume of Oracle billing issues recently, including many accounts being suspended for nonpayment. If you are purchasing from Oracle, you must follow the new process for ordering and billing. Oracle will not invoice automatically or via Ariba. **Oracle Software Renewal Process**. Find the new process document on the How to Buy web page; look in the Quick Links section towards the bottom for "Oracle Software Renewal Process."

2019-2021 BIENNIUM CLOSE

The 2019-2021 **Biennium Close website** contains all of the activities and cut-off dates to ensure that your expenditures and revenue are recorded to the appropriate budget(s) for the closing biennium. We will be sending news flashes over the next few weeks to advise on upcoming deadlines.

SMALL BUSINESS SUPPLIER PROFILE – GENERAL MICROSYSTEMS INC. (GMI)

Meet the Team:

[**General MicroSystems Inc. (GMI)**](#) is a disadvantaged women owned small business who has providing technology products and services to the UW since 1983.

We are a full-service provider of IT infrastructure, security solutions, management tools, and professional services. From technology procurement and security assessments to staff augmentation, we can help with projects both big and small. Our offerings include: Dell EMC, HP, HPE, Avaya, Palo Alto Networks, Tenable, Varonis, Kingston, Oracle, and 100's of other technology products.

When placing orders through our online portal via *Ariba* or in other University approved methods, please reference UW Contract: UW-18-0522. To discuss your technology needs, contact:

Tom Guyton, National Account Director
Phone: 425-974-4812
Email: [**Tom.Guyton@gmi.com**](mailto:Tom.Guyton@gmi.com)

David Sheehan, Inside Sales Account Manager
Phone: 425-974-4838
Email: [**David.Sheehan@gmi.com**](mailto:David.Sheehan@gmi.com)

"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.

July 15, 2021, our conversation starter will be: Events, Travel, and Transportation Orders
Registration links are updated here:
[**https://finance.uw.edu/ps/upcoming-events**](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).

Q & A

Dear PCS,

We have an order that needs to be charged to the expiring 2019-2021 biennium. We expect to receive our order next week. Will we make the cut-off for the 2019-2021 biennium?

Dear 2019-2021 Biennium Charge,

For a short time in the month of July, the University's books of accounts are held open to record transactions processed after June 30 relating to business of the expiring biennium year. For transactions to be recorded to the 2019-2021 biennium, the goods or services must be received by June 30th and the invoice also must be dated June 30th or earlier. Additionally, the order must be invoiced and BPOs must be received by the department by July 7th.

Dear PCS,

I was told the invoice on my BPO needed to be received, but how do I know who can receive on my BPO?

Dear Wanting to Receive,

The Preparer and Contact listed on the BPO and any Central Receiver set up in ASTRA have the ability to receive on a BPO. Please see the ARIBA System Receiving for Orders **webpage** for more information regarding BPO receiving.

If you have submitted a receipt and the invoice is still in reconciling status, please call PCSHelp at 206-543-4500 or email **pcshelp@uw.edu** and they can review your receiving.

Dear PCS,

When will the new 2021-2023 Biennium budgets be available in Ariba?

Dear New Biennium Budgets,

The 2021-2023 Biennium budgets will be available in Ariba on Thursday, July 8th. Please see the **Things to Know** section on the **2019-2021 Biennium Close webpage** for more information.