

Procurement Services

Campus News & Information



March 2021

IN THIS ISSUE:

- **Biennium Close**
- **New Webcast Training in March**
- **Procard: Updated Travel Website Coming Soon!**
- **Token Expired Issue in Ariba**
- **New Illumina Pricing**
- **"Ask Us Anything About Purchasing!" Webinar**
- **Dear PCS**

BIENNIUM CLOSE

This year, we will have a biennium close. This is when biennium revenue and expenses are recorded. At the conclusion of the biennium, the records are closed, a new set of records are opened and a "new" biennium is created.

We will be releasing more information in the coming weeks about processing deadlines. This page will be updated with more information as it becomes available. <https://finance.uw.edu/ps/reports-reconciliation/bienniumclose>

In order to ensure expenditures for any major purchases (Request For Proposals or RFPs) that do not have existing contracts are charged to the expiring biennium, they should to be fully approved by the department and submitted to Procurement Services by March 31st.

Large purchases that do not involve an RFP can be placed up to June 18th and still be charged to the expiring biennium.

NEW WEBCAST TRAINING IN MARCH

Brought to you by the Procurement Services Training Team!

UW Amazon Business Prime 101: 3/24/2021 from 9:30am to 10:30am

This webcast will focus on:

- ✓ How to Join UW Amazon Business Prime
- ✓ How to Create an Account
- ✓ Live System Demo – Featuring an Amazon Business Prime Representative
- ✓ Account Management
- ✓ Best Practices

To register for this webcast, go to <https://finance.uw.edu/ps/upcoming-events>.

PROCARD: UPDATED TRAVEL WEBSITE COMING SOON!

The Procard Office has been working on updating the travel information on our website regarding Central Travel Accounts (CTA) and Individual Travel Cards (ITC).

Below is a link to the current content.

We are looking for input from campus on new topics, incomplete information or content requiring clarification. Email Procard@uw.edu (Deadline March 31st, 2021).

<https://finance.uw.edu/ps/how-to-buy/travel-purchasing>

TOKEN EXPIRED ISSUE IN ARIBA

There is a persisting issue that occurs when buying items from Ariba catalogs using the Chrome browser which results in a “Token Expired” message upon checkout. The issue is related to recent security settings for the Chrome browser, and websites have varying degrees of responses to these changes, making the punchout shopping experience variable depending on which punchout catalog is being used. To help with the issue, please try the following options: Clear the cache on your browser, which will allow you to make a single catalog purchase before receiving the message, again. When making purchases from multiple catalogs, it is instead recommended to switch browsers to Firefox or Internet Explorer for a better punchout shopping experience.

If you must continue to use Chrome as your preferred browser, you will need to follow these steps for each new Ariba punchout catalog requisition:

1. After successfully checking out of the catalog and back into Ariba, complete and submit your order, or save it.
2. Before creating a new requisition and selecting a new catalog, clear your cache and close the Ariba tab you were using. Next, open a new tab and

start a new Ariba session. Do not open a new tab of Ariba without completely closing out of the previous session or you will encounter issues.

NEW ILLUMINA PRICING

New Illumina pricing went into effect on February 18. You may view your current pricing and the latest products anytime, by logging into MyIllumina (<https://my.illumina.com/>) with your UW email address. Please contact Customer Service directly at customerservice@illumina.com to activate your MyIllumina account, if needed, or with any order-related questions. For pricing inquiries on items not listed on your quote, contact your Seattle-based account manager, Stacy Musone (smusone@illumina.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 the month from 1-2pm.

April 15, 2021 - our conversation starter will be “The PO Process – An Overview.”

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 or Tricia Demarest triciaod@uw.edu.

Q & A

Dear PCS,

My supplier registered with the UW two weeks ago, but I still can't find their Supplier location when trying to create my Blanket Purchase Order (BPO). How long does it take for this to show up?

Dear BPO,

As of September 25th, 2020, suppliers are no longer automatically sent an invitation to join the Ariba Network. The department must submit the Ariba Network Registration Request webform to have them sent the invitation to join the Ariba Network. A link to the form can be found here on the [Ariba Network webpage](#) under What Departments Need to Know.

Once a supplier has completed all the tasks, it takes a minimum of 2 business days for their location to be available in Ariba. Ariba must report to us that they have completed the steps and their supplier file must be updated with the Ariba Network ID. It then takes 1 business day for that information to update to Ariba.

Remember, not all purchase orders need to be Blanket Purchase Orders and that a Non-Catalog Purchase Order will be sufficient for some transactions you have with suppliers. To review when to use each type of purchase order, see our [How to Buy webpages](#).

If your supplier tells you they have registered on the Ariba Network, it is best to refer them to pcshelp@uw.edu so we can check their status and see what may still need to be done to complete their registration.

Dear PCS,

The catalog I want to make a purchase from is missing from the catalog list, where did it go? When will it be back?

Dear Missing Catalog,

News about catalogs that have been taken down due to an issue with their functionality is listed on the Ariba Home Dashboard in the News section. Most catalog issues are resolved within a couple of business days, but occasionally the problem can last for a longer period. Updates are posted as they are received from the supplier.

Another resource for Catalog news is the [Catalog webpage](#). This webpage was just updated and now has sections for Ariba Catalog News and What to Know about Catalogs.

Currently posted under the Catalog News section is information regarding Praxair deliveries, a Dell delivery notice, and B&H Photo closure dates for Passover, that will affect order processing and shipping. Be sure to check this page out frequently for new postings!

Dear PCS,


How do I add the News section to Ariba?

Dear Ariba News,

To add the News section to your Ariba Home or Procurement tab, you would follow the steps, below.

Note: Be sure you have clicked on the Home or Procurement tab before starting the steps, below.

- Click the **Configure Tabs** link (upper right of the Ariba screen)
- Click Add Content

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- In the General section see News and then click and drag it to the area of your Ariba screen you want it to show.
 - Click the Done button in the Add Content window

Another option is, when you click the **Configure Tabs** link, is to select the option ***Revert Tab Set to Default Settings***. You can also review the **Create a Tab** guide on the [Tutorial webpage](#) under Ariba Help Guides.

