

# Procurement Services

## Campus News & Information



May 2021

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## NEW DEPARTMENT OUTREACH TRAINING OPPORTUNITIES AVAILABLE!

Does your department need training that's related to a particular Procurement subject? The Procurement Services Training Team would like to help.

If your department meets certain Outreach training criteria then, you can complete the Department Outreach webform to identify a particular topic that you need to be trained on, choose a possible date for the Outreach, and provide other necessary details specific to the training.

Below, is a sample of some of the Outreach training topics offered:

- Ariba Catalogs
- Blanket Purchase Order (BPO)
- Non-Catalog PO
- ProCard
- Non-PO Invoice
- eReimbursement
- Buying From Contracts
- Payments to Individuals (P2I)

- “Ask Us Anything About Purchasing!” Webinar
- Dear PCS

- Large Dollar Purchasing
- BPO Receiving

To access the Department Outreach webform, visit the Procurement Services Training Team webpage:

<https://finance.uw.edu/ps/resources/training/department-outreach-webform>

## IMPORTANT! ARIBA NETWORK WILL BE REFERRED TO AS 'SAP BUSINESS NETWORK'

On May 21, 2021, the 'Ariba Network' will be referred to as 'SAP Business Network' to encapsulate SAP's many network services under one name. Your supplier will see 'SAP Business Network' when creating a new Ariba Network account, and/or logging into their existing Ariba Network account. If they have any questions, they can contact Procurement Customer Service at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or 206-543-4500.

## 2019-2021 BIENNIUM CLOSE IS COMING!

The University of Washington's accounting records are divided into two-year periods. Every two years or "biennium," we close our accounting records and open new records for the new biennium. Since it's 2021, our biennium close will be here, next month. June 11th is the next cut-off date for biennium close activities. The 2019-2021 [Biennium Close website](#) contains all of the activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budget(s) for the closing biennium.

We are fast approaching the June 17th cut-off date for closing Ariba open balances. We recommend looking at the Encumbrances & Open Balances report in MyFD. This report includes information about remaining open balance amounts from Ariba orders and remaining encumbrances from FAS. For more information, please see the [Encumbrances & Open Balances](#) webpage, which includes how to close Ariba open balances.

We also, recommend running the Receiving Exception Report in Ariba. The Receiving Exception Report allows you to see invoices that are waiting to be paid because the order has not been fully received. Invoices that require system receiving (BPOs) will not be released for payment until this step is complete. If you need assistance with the receiving function, please visit the [ARIBA Receiving](#) web page.

## MONTHLY DIVERSE & LOCALLY-OWNED SUPPLIER UPDATE

Monthly, Procurement Services profiles one or more of our contract suppliers and this month we're pleased to share information about the following local small business:

**Neta Scientific** is an MBE and WBE certified business available via Ariba catalog, with Business Development Manager, Casey Bridges [casey.bridges@netascientific.com](mailto:casey.bridges@netascientific.com), recently being added to the UW team. Neta is also a new distributor on the UW's Corning contract allowing Neta to receive special UW pricing on Corning items.

## CONTRACT NEWS AND UPDATES

Four contracts for virtual graduation services have been added: Grad Images contract 21-0005-1, StageClip contract 21-0005-5, MarchingOrder contract 21-0005-3, June Films contract 21-0005-2. Check out the [UW Contract Search](#) for more information.

Henry Schein contract CNR01262, Athletic Training Supplies, has expired and will not be extended. Henry Schein contract CNR01271, Dental Supplies and Services, is still available via Ariba catalog. Athletic Training Supplies are available from the Medline catalog within Ariba.

Illumina changed the supplier of the tube and cap components used in HiSeq™ and TruSeq™ Kits. The physical appearance of the tubes and the color of the caps will change. If you have questions, contact [customercare@illumina.com](mailto:customercare@illumina.com).

Integrated DNA Technology (IDT) contract 14-0048 is in the process of being extended. Reminder that Oligo cards are not covered by the contract as they are considered a form of payment in advance. The UW is generally prohibited by RCW 43.88.160 from making payment in advance. Campus is encouraged to use the IDT catalog in Ariba whenever possible.

Eppendorf contract 21-0004-2 is extended through June 10, 2023. Eppendorf is available via Ariba catalog.

## EQUIPMENT INVENTORY OFFICE (EIO) – TICKETING SYSTEM

EIO is excited to announce that we will be implementing the UW Connect Lite ticketing application, effective May 25, 2021. This tool will allow us to deliver consistent and regular customer communication and provide

customers with self-service capabilities for ticket creation and tracking. At go-live, emails sent to [eio@uw.edu](mailto:eio@uw.edu) will be routed to the system and assigned to the appropriate team member for processing. Customers can expect to receive a system-generated message containing their ticket number upon submission and no added delays in response time by EIO staff.

We look forward to assisting our customers with all their capital asset needs! If you have any questions, please [contact our team](#) or [visit our website](#).

Samir Khoury, CFE

Assistant Director  
Equipment Inventory Office

## “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.

**Ask Us Anything Web Session Thursday, June 17, 2021 from 1pm – 2pm**

**Lead off Topic for this session: Diversity Spend, with special guests Claudia Christensen, Procurement Manager and Dawn Lake, Contract Manager.**

What is Diverse Spend?

Why is it important?

How do I find Diverse Suppliers?

Tune in to the upcoming Procurement Services “Ask Us Anything” web session.

**...and as usual, during the hour we are happy to discuss any other questions about the procurement, sourcing, and contracting process you might have.**

**Register 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) or Tricia Demarest [triciaod@uw.edu](mailto:triciaod@uw.edu).

## Q & A

### **Dear PCS,**

I ran the Encumbrances & Open Balances report in MyFD. Why am I showing open balances for Ariba POs that have already been paid, and how can I remove these open balances?

### **Dear Open Balances,**

You may show an open balance if you received a discount or the supplier invoiced for less than your original PO amount. Requests to close these open balances on Ariba POs (beginning with EI) should be submitted using our online form. Please review the [Changing or Closing ARIBA Orders](#) webpage for additional information and a link to the form. For instructions on how to close a Blanket Purchase Order (BPO), see the [Changing or Closing a Blanket Purchase Order](#) webpage.

For additional questions, please contact Procurement Customer Service by email at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or call 206-543-4500.

### **Dear PCS,**

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

### **Dear 2019-2021 Biennium Purchase,**

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 6th. Please check the [Biennium Close](#) website and the **Cutoff Dates Calendar** frequently for important cutoff dates and times.

### **Dear PCS,**

Are the dates listed under the Date/Time Created column on the Invoices tab on my BPO the actual invoice date?

### **Dear Invoice Date,**

No. The Date/Time shown on the Invoice tab of the BPO is the date/time the invoice was downloaded from Ariba to the BPO. To see the actual invoice date, you must click on the invoice ID number and open it, and look at the Invoice date field shown on the electronic invoice.

