

Procurement Services

Campus News & Information



October 2022

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ALERT! UW CREDIT HOLD WITH EXPEDITORS INTERNATIONAL

The University is currently in danger of being on credit hold with Expeditors International due to past due invoices. This unfortunate situation occurs when Expeditors is not provided with a BPO number to invoice against and has to send invoices to campus instead of Accounts Payable. Please remember to provide a BPO number to Expeditors and that payment is due Net 30 days from receipt of invoice.

What this means to campus:

- Any imports or exports currently in process with Expeditors may be held until our account is current.
- Import / export documents owed to US Customs may be delayed, this could result in penalties being assessed against the UW.

How you can help:

- Submit any unpaid invoices you might have via non-po invoice ASAP.
- Reach out to Expeditors if you have questions about an invoice:

Lily Christensen, Team Lead, Customs Brokerage
Office 206-826-4100

Lily.Christensen@expeditors.com

In future:

- Provide Expeditors with a BPO number when service is requested. A BPO allows for invoices to be managed via Ariba.
- If you do not provide a BPO, invoices will be sent to your department and should be submitted via non-po invoice within 30 days of receipt. Contact your department's fiscal team if you need assistance.

Additional information on working with Expeditors is available at the Customs Clearance website: <https://finance.uw.edu/ps/how-to-pay/supplier-invoice/customs-clearance>

PROCUREMENT CUSTOMER SERVICE (PCS) REMINDERS

The Procurement Customer Service (PCS) team has moved to the [UW Connect Ticketing System \[uwnetid.sharepoint.com\]](https://uwconnect.uw.edu) beginning July 29, 2022.

Please see below a few friendly reminders to Campus when sending a Request (REQ) to pcshelp@uw.edu so we can better assist you.

- Do not CC PCS to your email if PCS does not have an action item.
- Remove PCS from internal conversations.
- Do not Reply All, as replying to all will trigger separate emails to everyone on the watch List. Use Reply only.
- Do not add a CC (Carbon Copy) when responding to a Request (REQ). The individual copied is not added to the Request. If you want to copy someone, let PCS know, and we will add them to the "Watch list" in UW Connect.
- For Shared netids, to see the attachments, please log in using that shared netid.
- To follow up with your Request, please use the existing Request. Please do not create a brand-new request, as this will create duplicate requests.
- Use your [My Requests \[uwtest.service-now.com\]](https://uwtest.service-now.com) page to track the status and respond to your requests.

If you need immediate assistance, please call (206) 543-4500 and leave us a message; we check voicemail every 30 minutes during our open hours of M-F 9am-4pm.

We appreciate and thank you for your patience as we continue to learn, navigate, and get fully acquainted with this new system.

NOVEMBER 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.

On November 17, 2022, our conversation starter will be:

Managing Open Transactions and Orders

Let's talk about cleanup! Join us to discuss how to tackle your open orders and transactions.

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.

2022-YEAR END 1099 TAX REPORTING REMINDER

The tax-reporting season is fast approaching. Please remember to send payment information made to individuals not paid through Ariba nor Accounts Payable (i.e., gift, awards, research subject payments) **to the Tax Office by December 19, 2022.**

Please see Procurement Services website for information about research subject payments reporting: <https://finance.uw.edu/ps/how-pay/research-subjects>.

Please contact the Tax Office at ten99@uw.edu if you have any questions or need a copy of an Excel worksheet template.

OCTOBER IS NATIONAL BIOSAFETY MONTH

Procurement would like to this opportunity to remind Campus that Biosafety procedures are built into Ariba via the Exception Item process. Exceptions items are those items that may contain an extra level of risk and require additional steps be taken before a purchase order can be issued. Some examples include biosafety cabinets and fume hoods, radioactive items, lasers, and human and animal tissues. Procurement works with [Environmental Health and Safety](#) to ensure the Exception process is current for Biosafety items.

<https://finance.uw.edu/ps/how-to-buy/exception-items>

<https://www.ehs.washington.edu/about/latest-news/national-biosafety-month-2022-substitute-safer-alternatives>

DON'T FORGET ABOUT DES!

Washington State requires all employees whose jobs include procurement-related duties to fulfill state training requirements per RCW 39.26.110. Please click the link below, to determine the exact courses and timeframe that employees need to follow within your department/school. You can also, sign up for email and text updates from DES on their web page. DES site: <https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development>.

Once you have determined the courses that your department/school must keep on file, your department/school will need to designate a UW employee to coordinate DES access with the state. Your department/school's designated employee will email DES to have the appropriate staff gain access onto the DES training site as needed. For more information or clarification on any state training requirements and processes, please reach out to DES directly per their website.

BUSINESS SUPPLIER PROFILE – ROBERT HALF



Rafi Azami is the Vice President of Account Management at Robert Half, the world's first and largest specialized talent solutions firm. Rafi started his Robert Half career in 2018 in Seattle, WA. He has been in the staffing and consulting industry for the past 8 years, providing talent solutions to enterprise clients.

Rafi is a UW grad with a bachelor's degree in Environmental Science and further obtained his MBA in IT Management from the Western Governors University, Salt Lake City, UT. Rafi is a proud parent of two sons and loves to spend time with his family. His passions outside of work include music and video production, home improvement projects and outdoor activities in the Pacific Northwest.

Thank you,

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