PROCUREMENT SERVICES
CAMPUS NEWS & INFORMATION

April 2019

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Changes to EU GDPR compliance for Ariba submissions – Live today!

A University-wide EU GDPR Privacy Notice for Ariba Submissions for Individuals has been developed and published by the UW Privacy Office. To better align with this new privacy notice, changes have been made to Ariba for payments issued to individuals using **eReimbursement, eTravel Expense Reports,** and **Payment to Individual (P2I).**

What is changing

- Preparers of eReimbursements, Travel Expense Reports and Payment to Individuals who are submitting the payment **on behalf of a payee** will now be reminded to provide the EU GDPR Privacy Notice for Ariba Submissions for Individuals to the payee, but the checkbox will no longer be shown.

- Preparers of eReimbursements and Travel Expense Reports **who are also the payee** will now be informed about the EU GDPR Privacy Notice for Ariba Submissions for Individuals, but the checkbox will no longer be shown.

EU GDPR may apply to areas of the University that process personal data provided by individuals who are physically in the European Union (EU), regardless of citizenship. When UW departments collect personal data from individuals who are physically in the EU, the regulation requires that a privacy notice is provided to the individual at the time personal data is first collected. For Ariba submissions, this includes personal data collected for the purpose of submitting a Payment to Individual (P2I), eReimbursement or eTravel Expense Report.

The Privacy Office requests that if you and/or your department previously created and implemented an EU GDPR privacy notice for Ariba submissions, please retire and archive those department privacy notice(s) and begin using the University-wide EU GDPR Privacy Notice for Ariba Submissions for Individuals.

For more information about EU GDPR, please see: https://privacy.uw.edu/about-us/goals-and-initiatives/eu-gdpr/

For questions about submitting your XR, ER, or XP, please call Procurement Customer Service at 206-543-4500.

Updates to the radioactive ordering in Ariba

To ensure that all radioactive materials (object code 05-32) ordered through Ariba are shipped to the Radiation Safety Health Sciences building, the Ship To and Deliver To fields will now automatically include the proper address for the Radiation Safety Health Sciences building, and the address will not be editable. To order Radioactive materials, please review the guidance and training materials featured on the EH&S website: https://www.ehs.washington.edu/radiation/control-radioactive-materials

2017-2019 Biennium Close website is now available!

The 2017-2019 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.

The University's fiscal year ends on June 30, 2019. It is important, considering Generally Accepted Accounting Principles (GAAP), that transactions be recorded in the correct reporting period. Therefore, departments should submit their accounting documents to the appropriate departments prior to biennium close processing cutoff dates listed.

Upcoming 2017 Biennium Activities: Major Sourcing Events

In order to ensure expenditures for any major purchases (RFPs) that do not have existing contracts are charged to the expiring biennium, major purchases with sourcing events need to be fully approved by the department and submitted to Procurement Services as soon as possible. Large purchases that do not involve an RFP may be able to be placed up to May 15th and still be charged to the expiring biennium.

If you have any questions, please contact Procurement Customer Service at pcshelp@uw.edu.

Local sales/use tax rate has changed

Hello Campus,

The sales and use tax rate has changed as of 4/1/2019 for some cities and counties per WA Department of Revenue. Seattle was not part of this tax rate change. To see which areas have changed, please visit the WA DOR website.

Thank you!

Coming in May – New links and look for Procurement Desktop Reports (PDR)

In May the suite of Procurement Desktop Reports (PDR) will move to new links and have a refreshed look and feel as they are transitioned to a new report server. You will still find our Procurement Desktop Reports on our PDR webpage. When the reports are moved to the new server in May, our webpage will be updated with the new links, and any direct links or bookmarks to the existing reports will be retired.

ABCAM, INC PunchOut Catalog is Now Available

We are pleased to announce the availability of an ABCAM, INC PunchOut Catalog in Ariba. Instead of creating Non-Catalog Orders where you have to manually enter the Item Description, Item Part Number, Commodity Code, and Price, you can now click on the ABCAM, INC icon on the Ariba Catalog page to access the UW ABCAM, INC PunchOut Catalog. As you 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.
- A Contact Us link which allows you to:
    - Request custom antibody development
    - Request a bulk quote or special formulation

ABCAM, INC is the first PunchOut catalog implemented as a result of the Life Sciences Request for Proposal (RFP) conducted last year. More Life Sciences Catalogs are in the pipeline and will be coming soon.

CELL SIGNALING TECHNOLOGY, INC PunchOut Catalog Available in Ariba on Friday, April 19th

We are pleased to announce **CELL SIGNALING TECHNOLOGY, INC's** successful transition from a Hosted Catalog to a Level 1 and Level 2 PunchOut Catalog in Ariba.

The Level 2 PunchOut enables campus users to search the local Ariba catalog for items sold by CELL SIGNALING TECHNOLOGY, INC before you punchout. When you locate the item, you will see the item description and supplier part number. If you want to purchase the item, all you have to do is click the

Buy from Supplier button to transfer directly to the item on the UW CELL SIGNALING TECHNOLOGY, INC PunchOut site.

If you want to browse the entire PunchOut catalog and order multiple items, you can click the **Cell Signaling Technology, Inc** icon on the Ariba Catalog page, and then click the **Buy from Supplier** button to transfer to the home page of the PunchOut Site. From there, you can search to locate items, add them to the shopping cart, and then click the **SUBMIT CART** button to return the items to your Ariba requisition.

Other features of the new PunchOut Catalog include:

- Easy to access ICON buttons for information about Tech Support, New Products, Promotions, and Events/Webinars
- A 5% discount in the shopping cart
- Free shipping

CELL SIGNALING TECHNOLOGY, INC is also running a 20% off promotion until April 30, 2019 for orders with 3 or more mAbs. Use Promo Code: US3MM19.

Feel free to reach out to the Cell Signaling Technology Account Manager, Jennifer Nguyen with any questions or custom requests: jennifer.nguyen@cellsignal.com 978-880-5371.

MediCleanse

MediCleanse is the University's primary contract supplier for laundry and linen rental services for the Academy, replacing services previously provided by the University's Consolidate Laundry which is no longer in operation. They maintain the highest standards, holding Healthcare Laundry Accreditation Council certification, TRSA Hygienically Clean certification and EPA Compliance Plus certification. If you have lab coat or medical linen or other laundry needs please complete the following survey: https://catalyst.uw.edu/webq/survey/claudiac/370006 or contact: clientorders@medicleanse.com.

When entering orders in Ariba use vendor number 273931 and reference UW contract UW041319RKH.

Earth Day 2019, Monday, April 22 from 11 a.m. to 3 p.m., on the HUB Lawn and inside the HUB Lyceum

The UW Earth Day celebration will be Monday, April 22 from 11 a.m. to 3 p.m. on the HUB Lawn and inside the HUB Lyceum. The event will feature speakers, art, food, exhibitors and a career fair. Stop by to find out what groups across campus are doing for sustainability.

There are also many events happening across UW for Earth Week. Visit green.uw.edu/EarthDay for more details and a full calendar.

May 6th – 2019 Small Business Fair, 11am – 1:30pm, UW Intellectual House

In celebration of National Small Business Week, we are bringing together a variety of our small business community partners to highlight their goods and services!

Register to attend the 2019 Small Business Fair at: https://bit.ly/2FCefWs

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May 9th - Sustainability Film Series, noon – 1 pm., UW Tower Auditorium

The UW Tower Green Team is sponsoring a Sustainability Film Series in conjunction with the UW Combined Fund Drive. They are planning to show a short film once a month and have a representative of one of the environmental charities in the CFD portfolio come to talk about their charity and lead a discussion of the film.

 The next film will be May 9 in the Tower Auditorium from noon – 1 pm.   The film is *Wild Olympics Campaign* and representatives from *Washington Wild* will be on hand to lead the discussion. Admission to the film is free, and they will be selling popcorn (what's a movie without popcorn?) and the proceeds will go to the charity.

Procurement Services Spring Forum, Tuesday, May 21, 2019, 10am-11:30am, William H. Foege Hall Auditorium-S060, 3720 15th Ave NE

Procurement Services is pleased to announce our upcoming spring forum as we return to our biannual campus forums. Forums will be held twice a year in the fall and spring. Please join us in person or remotely to learn more about what Procurement Services has accomplished, where we are headed and projects we have in development.

Have you registered yet? Register online to attend the event!

The forum registration link is also featured in the Events area on our home page.

Due to web security updates, you may need to "Login to Register" with your UW Net ID and then click "Register" to complete your registration. Once registered, you will receive a reminder with instructions the day before for remote log-in access.

Our spring forum will be held May 21st in the Genome Sciences Foege Auditorium-S060 from 10:00 AM to 11:30 AM. After our presentation, we will have a Q & A session for those in attendance.

We will also post forum content on our new forums webpage for those who are unable to attend.

TreeZero, new standard office and production paper copier/printer paper

UW Creative Communications is excited to announce that their new standard office and production paper copier/printer paper is TreeZero. The paper is made from 100% sugarcane waste fiber, is recyclable in the standard paper recycling bins throughout campus and meets the state requirement to purchase 100% recycled content white bond paper. (RCW 43.19A.022)

Creative Communications was looking for a new 100% recycled paper since the Georgia Pacific paper mill in Camus, Washington stopped producing 100% post-consumer recycled paper. After learning about the carbon neutral TreeZero paper, they put it to the test in copiers and printers of all makes and models and found that it performed well. The pricing is slightly lower than 100% recycled.

The new paper can be ordered through Ariba and is offered by Keeney's and Office Depot.

New Open Square contact

Ann de Bruin | Workspace Consultant **|** Education

C: 206.351-1438 *www.open-sq.com*

Dear PCS,

I have an email to receive on my BPO but I'm not sure what amount I should enter in the Receipt on my BPO. Do we receive for the total of the invoice including tax and shipping?

Dear Receiver,

Receiving is done only on the Line Item amount billed on the electronic invoice, which is accessible on the Invoices tab of your BPO. Any amounts in the Header Charges (i.e. tax, shipping, special handling, etc.) of the electronic invoice do not need to be received.

For information and best practices on how to receive, please refer to the Ariba System Receiving webpage.

As an added bonus, the "Receiving a Blanket Purchase Order (BPO)" tutorial on our Tutorials webpage was recently updated by the Procurement Services Training Team.

Dear PCS,

My supplier told me they invoiced my BPO last week, yet I have not received any receiving email notifications. What's going on?

Dear Receiving Notification,

Best practice is to run the Receiving Exceptions Report in Ariba weekly to view a list of all invoices that need to have receiving completed. You can find instructions for running the Receiving Exception Report on the Tutorials webpage. The emailed receiving notifications may go to your clutter or junk folder, or may not be received if there is a network outage.

Please note the daily receiving email notifications are generated when an invoice is still in Reconciling status. For an invoice to move to Reconciled status, it must be fully received and approved by your department, and, if needed, AP reconciliation must also be completed to resolve any invoice variances. Please see the Ariba Systems Receiving webpage and our tutorial for how to run the Receiving Exceptions Report in Ariba.