PROCUREMENT SERVICES
CAMPUS NEWS & INFORMATION

August 2019

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Out-of-State Vendors Charging WA Sales Tax

You may notice more vendors, especially out-of-state vendors, charging retail sales tax for items that previously did not have Washington state sales tax. This is due to new legislation (effective July 1, 2019) requiring businesses who exceed $100,000 in retail sales to Washington customers in the current or previous year to register their business and collect/submit retail sales tax. When reconciling ProCard purchases, please take a moment to check invoices so that we do not add use tax to transactions where sales tax is charged. If you have any questions, do not hesitate to contact the Tax Office, taxofc@uw.edu.

New General Microsystems Inc. (GMI) PunchOut Catalog is now Available in Ariba

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GMI is a local, certified Minority and Woman Owned business that has been providing technology products and services to the University of Washington since 1983. They are a full-service provider of IT infrastructure, security solutions, management tools, and professional services. They provide small and large project support in areas ranging from technology procurement or security assessments to staff augmentation. Offerings include: HP, Avaya, Palo Alto Networks, Varonis, Kingston, Oracle, Dell EMC, and hundreds of other technology products.

Due to their OMWBE certification, the GMI PunchOut is easy to locate in the Ariba Catalog right at the top under the OMWBE CERTIFIED DIVERSE SUPPLIERS category. In addition, GMI has provided a Help Guide on using the catalog, which is available on the PunchOut Catalog landing page under "*Click here for Help Guide." The guide is also posted on the Procurement Services Training Tutorials page in the Buying section.

For more information, contact Eric Kangas (206-412-2297) or David Sheehan (425-974-4838) or email uw-orders@gmi.com to discuss your technology needs.

Creative Office Solutions

A local HON full service furniture dealer offering a quick ship program with orders available for delivery within 10 days of order placement and they will provide test chairs upon request. In addition to the full line of HON products, their team provides design and project management services.

For more information, contact Matt Gagnon (360-754-1732) mgagnon@creativeof.com or Cassidy Gaver (360-754-1732) cgaver@creativeof.com

Stoneway Electric Supply

A local company provides electrical, electronic, automation and voice datacom products and related construction materials. With access to more than 200,000 different products including lamps, light fixtures, switchgear and controls, their sales team is ready to support the campus needs. Visit their Ariba catalog to review available products and manufacturers.

For information and to discuss volume discounts, contact Jim Thorsen (206-634-2240) jim.thorsen@stoneway.com or John Santiago (206-446-8510).

Open Square – Steelcase Price Schedule Change

New Sales Team Contacts:

Guy Brown: Michael Winston, VP of Sales, 702-755-4805 | michael.winston@guybrown.com
SHI – Shawn Ammons, Account Executive 425-652-6578 | shawn_ammons@shi.com

Supplier Profile

ID ME Promotions LLC – vendor #287647-01

ID ME PROMOTIONS LLC was awarded a University contract (UW-19-0422-23) and is a UW Trademarks approved licensee authorized to provide UW branded and promotional and branded products for sale to campus departments. If your department is interested in purchasing products that include the use of

UW logos or brands, contact Heidi Levitt: Heidi@IDMEPromotions.com | website at:
www.idmepromotions.com

Contract Update – Steelcase Furniture-Open Square Price List Change

Contract UW-18-6518 – Steelcase Furniture – Open Square – Price List Change

Steelcase price list 190 will take effect August 30, 2019, and will apply to products of Steelcase, including Steelcase, PolyVision, Turnstrone and Coalesse. The new price schedule will apply to orders received by Open Square after August 30, 2019.

New Webcast Training Series

The UW Procurement Services Training Team is excited to present a new Webcast training series that will provide an in-depth look at a variety of topics.

Starting in August:

Competitive Solicitations & Sole Source Justifications
Ariba Basics Overview

Coming Soon:

Finding/Using/Not Signing Contracts
Supplier Onboarding
Reports

The training topics are the result of campus feedback we gathered in May.

Each webcast will be an hour in length, with a half hour devoted to Q & A. Every webcast in the series will be recorded and posted to the Procurement Services website after the event date for those who were not able to participate. To learn more, click https://finance.uw.edu/ps/resources/training-and-tutorials/ariba

What's the Status of your Supplier?

You can check the status of your supplier by using the Supplier Search report. The Supplier Search report is in the Business Intelligence Portal (B.I. Portal) which requires an ASTRA authorization for the Enterprise Data Warehouse (EDW). Please visit the Procurement Desktop Reports (PDR) webpage for more information and link to the Supplier Search report. There is also a Supplier Search Guide under the Tutorials & Guides section.

Dear PCS,

My deliveries seem to take longer to get to me than others in my group. Can you help me?

Dear Deliver To,

We recommend in the Deliver To section that you enter the Room number first, followed by Name, in the Shipping section of your Catalog or Non-Catalog requisition or your Contract Request. It is important

to have the room number first because space is limited and the Deliver To information is used to print the shipping label.

Dear PCS,

Should I add a line item for Sales Tax when I create orders in Ariba?

Dear Sales Tax,

When you place orders in Ariba (Catalog Orders, Non-Catalog Orders, and BPOs), **DO NOT** add a line item for sales tax. The sales tax will be processed as a header charge when the suppliers invoice for the orders.

Dear PCS,

I saw that I was given the Enhanced Accessibility role in ASTRA. What does this role do?

Dear Enhanced Accessibility Role,

The Enhanced Accessibility role is to assist individuals with visual impairment to navigate ARIBA but does change some ARIBA functionality. If you do not need the visual enhancements, your ASTRA authorizer can remove the ASTRA role.