



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

September 2018

Two medical device product corrections

EH&S was recently notified of two medical device product corrections from BD Life Sciences regarding potential product safety risks with BD Vacutainer blood collection tubes.

Please read the [article](#) on the EH&S website and share this information with others.

Airgas price increase eff. Oct. 1, 2018

Please be advised that due to market increases and trade tariffs, there will be a 4 percent price escalation for all Airgas products effective October 1, 2018. The restriction on Argon gas supplies remains in effect as well. Currently, Airgas is able to guarantee 100 percent of your normal stock amount for the prior calendar year. Any orders above the amount utilized last year may not be guaranteed.

Your Airgas sales representative is:

Har Dang, Life Sciences Sales Specialist

206-682-2880

har.dang@airgas.com, www.airgas.com

The Supplier Search report is moving!

The Supplier Search report will be transitioning to the Business Intelligence Portal (B.I. Portal). The Business Intelligence Portal is your gateway to the UW's Enterprise Data Warehouse reporting and analysis tools.

Currently, the Supplier Search report is still found as part of the [Procurement Services reporting tools](#) and can continue to be used here for the next few weeks.

What is changing?

The Supplier Search report will be found in the **B.I. Portal Reports in the Financial Resources area, and will require an ASTRA authorization** for the Enterprise Data Warehouse (EDW).

What action is required?

Please take this opportunity to verify your access to the B.I. Portal Reports and request access from your departmental ASTRA Authorizer if you need it.

- You may have already been granted access to the Enterprise Data Warehouse (EDW) to use the B.I. Portal reporting tools - Find out using the [Request Access](#) page. The [Check EDW Access](#) page shows how to navigate to ASTRA and look for your EDW authorizations.
- If you do not have an ASTRA authorization for EDW data, be sure to discuss the access you need with your departmental ASTRA authorizer. For many users of the current Supplier Search PDR, the Administrator/Manager/Fiscal Tech role would be appropriate. Analysts, Payroll Coordinators and Principal Investigators may need different access.

If you already have access to and use the B.I. Portal, then you are familiar with the vast amount of useful reports and information available to you within this important resource. If you will be visiting the B.I. Portal for the first time to use the Supplier Search report, the IT Connect webpages have training that can help. Check out the “Get Started” [training videos](#) and their [Quick Guide](#).

The Complete Office PunchOut Catalog is back in action!

The modernized Complete Office PunchOut Catalog that went live in early June experienced an extended outage between July 11 and September 7. As of September 7, the catalog is back online. You can punch out to the UW Complete Office Catalog and retrieve items back into Ariba requisitions.

Thank you for your patience!

Dear PCS,

I’ve hired a new Fiscal Specialist. What trainings should my staff complete?

Dear Hiring Manager,

The Procurement section in the [Administrator Toolkit](#) is a great place to start because it includes various procurement topics. We also have a [Training page](#) on the Procurement Services website, which includes links to important Required Department of Enterprise Services (DES) Procurement Training. Be sure to take a look at our [How to Buy webpage](#),

which includes important information and planning steps to help the purchasing process go smoothly.

Dear PCS,

Does the new MyFD Journal Voucher feature replace MyFD Expense Transfers?

Dear MyFD User,

MyFD Expense Transfers should always be used first. The Journal Voucher tool in MyFD is the new process for submitting JVs previously emailed to jvreq@uw.edu. It does not replace the Expense Transfer function in MyFD.

Expense Transfers 1) start by choosing a posted expense from the budget which therefore carry the initial debit information, 2) can be both initiated (prepared) and submitted (approved) by a single person with Expense Transfer authorization in ASTRA and 3) require no additional documents for audit support. Additionally, for salary expense transfers, MyFD will calculate and transfer associated benefit expenditures, using the correct historical rates.

Journal Vouchers, on the other hand, 1) must be started from a blank form and both debit and credit information must be entered, 2) require a separate initiator (preparer) and approver in the department and 3) require support documents to be attached explaining the accounting entry and do not calculate and transfer associated salary benefits. See the MyFD Journal Voucher [webpage](#) for more details.

UW Sustainability Fair October 17, HUB North Ballroom, 11am-2pm

Join us for the 2018 UW Sustainability Fair on October 17 in the HUB celebrating sustainability efforts across the University of Washington. UW departments, student groups and organizations who are interested in being a part of the Sustainability Fair can email sustainability@uw.edu.

Need training?

Are you a new employee or an employee that has been assigned a new procurement function? Do you think you could benefit from a review on a procurement or payment function you already do?

If you think you could use some training, check out the resources listed below.

For a full list of various resources on Procurement and Reporting, visit the [Procurement section](#) of the Finance Administrator Toolkit.

For Procurement Services online training on buying, paying and more, visit the [tutorial page](#) to learn more.

For online learning opportunities about the MyFinancial Desktop reports, visit the [MyFD tutorial page](#) to learn more.

Suncadia Resort added to the UW hotel pool

Please welcome Suncadia Resort to the UW hotel pool! Suncadia is located in Cle Elum, WA and affiliated with the existing hotel pool property Skamania Lodge. Suncadia offers a 15 percent discount on both sleeping rooms and 15-20 percent on meeting rooms. These discounted rates are also available for UW employee personal use with appropriate documentation of employment. Use booking code: CUNIWA. Visit their [website](#) for more information.

WOHESC call for proposals

Take part in the Washington & Oregon Higher Education Sustainability Conference (WOHESC) scheduled for February 25 - 27, 2019, in Seattle. WOHESC is a platform for empowering and inspiring change making, facilitating action, and for sharing, networking and collaboration related to sustainability within the region's higher education institutions. Through facilitated conversation, workshops, presentations and networking opportunities, participants will play a role in advancing environmental performance at Washington and Oregon State institutions of higher education, support regional policy goals and initiatives, and drive the development of a generation of professionals for whom sustainability is a core tenant of their work and life philosophy. A call for proposals is out now! Don't miss the opportunity to submit a presentation. For more information visit the [website](#).

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