



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

PLEASE NOTE THAT NOT ALL TOPICS IN THIS NEWSLETTER APPLY UNIVERSALLY ACROSS ALL UW DEPARTMENTS AND MEDICAL CENTERS. ALWAYS FOLLOW YOUR OWN DEPARTMENT POLICIES.

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Headline News



You No Longer Need a PAS Requisition to Place an Order for a New Foreign Supplier!

To facilitate the retirement of the PAS legacy system for requisitions, we are introducing new options for campus departments so you can start your request directly in eProcurement (Ariba) for foreign suppliers or subrecipients.

Two new web forms have been added to the [Ariba Buying Portal webpage](#).

Is your foreign supplier already registered with UW but not in eProcurement? Click the link that says "I need to make a purchase from a foreign supplier that is not in eProcurement" and fill out the [Request for Existing Foreign Supplier Availability in eProcurement](#).

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Is your foreign supplier new and does not yet have a supplier (vendor) number? Click the link that says “I need to make a purchase from a new foreign supplier” and fill out the [Request for New Foreign Supplier](#).

These web forms will allow campus to request foreign supplier additions or updates that in the past would have required a PAS requisition and the assistance of a Procurement Services buyer.

Because of this change, we have also updated our information on the [Foreign Suppliers](#) webpage, as well as removed new foreign supplier orders as an exception to go through PAS on the [Exceptions](#) webpage.

For any questions, please contact Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.



Improvements to Procurement Desktop Reports (PDR) Imaging

Effective last Wednesday, September 16th, Procurement Services began scanning journal vouchers, check requests, and PAS PO invoices into the new Enterprise Document Management Systems (EDMS). This will be a fairly transparent change, which includes some new improvements to the scanned images users see in PDR.

What Does This Mean?

When a user runs certain reports in Procurement Desktop Reports (PDR), the document links will feature an enhanced screen view to show the whole image (no tiny font!), better printing output, and Adobe Reader controls for rotating and saving the files.

Also, the Invoice Image Lookup by DSI report will prompt users to click a link to open the image.

What Actions Should Be Taken?

None. Be aware you may experience periods of slowness when accessing the PDR reports on the 16th.

Additional Information

Need to download Adobe Reader to view your scanned documents? See: <https://get.adobe.com/reader/>

Quick Links

[Procurement Services Website](#)

[Ariba Buying Portal](#)

[Newsletter Archive](#)

About Procurement Services

[Organization Chart](#)

[Mission Vision and Values](#)

[Directions, Parking & Hours](#)

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For more information on how the screen will look, printing and viewing options, and system requirements, see:

<https://f2.washington.edu/fm/ps/tools-for-reconciling/pdr>

Have questions? Contact Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.




Some Financial Applications Temporarily Down over this Weekend

Over the weekend of September 25th through the 28th, Procurement Services will be migrating and consolidating several of our key servers. This will affect Field Advance Application, US Bank Cash Card application, and Procurements Desktop Reporting (PDR). These servers will be down from 6 PM on Friday September 25th and are scheduled to be back up at 8 AM on Monday September 28th. This change does not affect Ariba.

eProcurement Updates

Two New Supplier Catalogs in eProcurement

Procurement services is pleased to announce the launch of two new punch-out catalogs in eProcurement.

 **WESCO Distribution** is a leader in industrial supply with an extensive offering of electrical, data communications, general maintenance, repair, and operating (MRO) and electrical OEM products. Wesco is more than just an electrical distributor; they are procurement specialists, helping customers lower supply chain costs, increase efficiency through WESCO Value Creation and save energy with green and sustainability initiatives.



Communications Supply Corporation (CSC) is a subsidiary of WESCO distributing a wide range of data communications and security solutions from the industry's leading manufacturers. Together, CSC and WESCO form the largest data communications, security and electrical network in North America.

If you're Interested in the opportunities these new catalog suppliers present for your department, go to [eProcurement](#) or contact [John Bray](#) at 425-203-7831 for more information and guidance.



Stay Current with Ariba 9r2 Browser Compatibility

With the release of the new Ariba 9r2 version comes an updated web browser compatibility list. As security and browser technology evolves, it is important to make sure that you are using the correct browser with the appropriate version. Find out more at: <https://f2.washington.edu/fm/ps/browsers>

Save a Buck

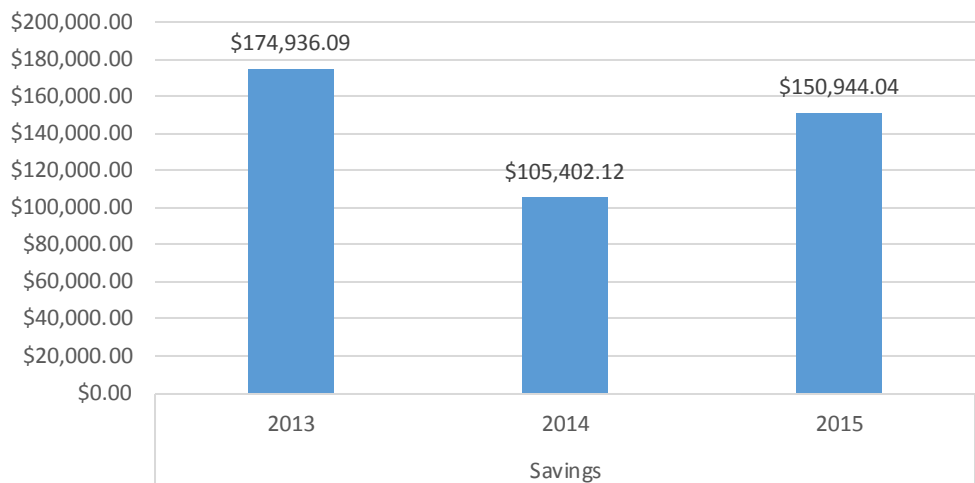


The Hard Facts: Managed Print Services Saves Money

Since the launch of the University's Managed Print Services (MPS) program back in March of 2013, UW departments are seeing significant savings compared to their previous copying/printing contracts. Ricoh manages our MPS program and to date has installed 505 multifunctional devices across all 3 campuses.

The average hard dollar savings for individual departments is 23%, with total savings for the University of \$431,282 since the program was implemented in 2013.

MPS Savings by Year



The MPS program allows everyone in the UW community to play a part in reducing costs and supporting sustainability, by managing the way we copy and print. For more information, please visit our website:

<https://f2.washington.edu/mps/home> or contact us at uwmps@uw.edu.

Reminders



Required Department of Enterprise Services Procurement Training

Under the procurement reform law (RCW 39.26.110) which became effective on July 1, 2013, State of Washington requires all state employees whose jobs involve “developing, executing or managing procurement or contracts for goods and services”, to fulfill certain training requirements in order to be able to continue performing their Procurement Duties.

[Go to this webpage](#) to determine training requirements for your department. Any questions regarding this guidance, please contact Ray Hsu at Procurement Services (rayhsu@uw.edu).



Procurement Services Fall Forum Registration

Procurement Services fall forums are just around the corner. We'll have much to share with the eProcurement implementation of Ariba's 9r2 upgrade and our continued progress in fine tuning eProcurement (Ariba) purchasing options in the journey to shut down PAS purchasing functions.

We'll have a short presentation providing updates and announcements and then we'll turn it over to our audience, for a rich and informative dialog. We currently have five locations scheduled at the usual locations: The HUB, South Lake Union, UW Tower, Health Sciences and the Bothell campus. We're still working on a presentation in Tacoma.

We look forward to seeing you all once again, so please go to the [Procurement Services Forum webpage](#) to register for a forum at a convenient venue near you.

Any questions or outreach requests, please contact [David Wright](#) at 206-616-7076.

Event Announcement



Save the Date: PS & RAA Open House

Procurement Services and Research Accounting & Analysis will open the doors to their new location, with an invitation to UW faculty and staff to their Roosevelt Commons 3rd floor **Open House** on November 17th from 11-2 in the afternoon. Details are being worked out to make this a fun and rewarding experience, so save the date and we'll see you all in November.

Procurement FAQs



Ariba 9r2 FAQs

How can I tell if my invoice reject request for a BPO has been processed?

Starting with the September 8, 2015 deployment of Ariba 9r2, you will see a status of **Rejected** on the **Invoices Tab** of the BPO. If the status of the Invoice is **Reconciled**, that means that the invoice has been released for payment.

To determine the status of the BPO Invoice for invoices paid or rejected prior to the 9r2 deployment:

1. Navigate to the invoice detail by clicking on the **Invoice ID**
2. Click on the **Reconciliation Tab** of the invoice to see if the status is **Rejected** or **Paying**.

Can I search for invoices that have been rejected?

Yes. Release 9r2 of Ariba, implemented in early September, 2015, allows you to search for invoices that have a status of **Rejected**.

To search for rejected invoices:

1. Click **Search** in the blue command bar.
2. Select **Invoice** from the drop-down.
3. Ensure the **Status** field is visible in the **Search Filter** window. If it is not, click the **Search Options** link in the upper right-hand corner, and select **Status**.
4. Click on the drop-down arrow for the **Status** field and select **Rejected**.
5. Optionally, you can add other search filters such as *Supplier* and Invoice Date.
6. Click **Search**.
7. Rejected invoices meeting the Search filter criteria should appear in the **Search Results**.

IMPORTANT: Only invoices that were **Rejected** after the deployment of 9r2 will be displayed.

DES Training FAQs

When do we need to complete this required training? RCW 39.26.110 states that it had to be completed by July 1 of 2015, the DES Training Websites states the required completion date is Oct 1, 2015, and I have heard rumor that it has to be completed by the end of the year. Which is it?

RCW 39.26.110 does state the required training has to be completed by July 1 of 2015. The director of DES then, under his delegated authority and discretion, extended the training deadline for all State Agencies to October 1, 2015. UW Procurement Services, based on UW's own delegated authority as

an institution of higher education under RCW 28B.10.029(1)(a), is advising all UW employees that requires training to complete the training as early as possible, but no later than December 31, 2015.

[Review other DES Training FAQs](#)

Green U News

**Conserve
Water**



Doing Your Part in Reducing Water Use?

Due to this year's unusually hot and dry summer, the City of Seattle has asked businesses and residents to voluntarily reduce water usage by 10 percent. The University of Washington supports this effort, and calls on the UW community to conserve water and be aware of your water usage.

UW Sustainability and Facilities Services ask the campus community to be mindful of their own use at UW and at home. Get more information and some tips for you and your department to reduce water usage by [reading the full story](#).

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**Procurement Services is a Division of Financial Management within
University of Washington's Finance & Facilities**

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