Procurement Services 2019 Spring Forum

Welcome!

> **Housekeeping**
> **Tools we're utilizing during this forum:**
  – **Poll Everywhere**
  – **Webcast (Zoom)**

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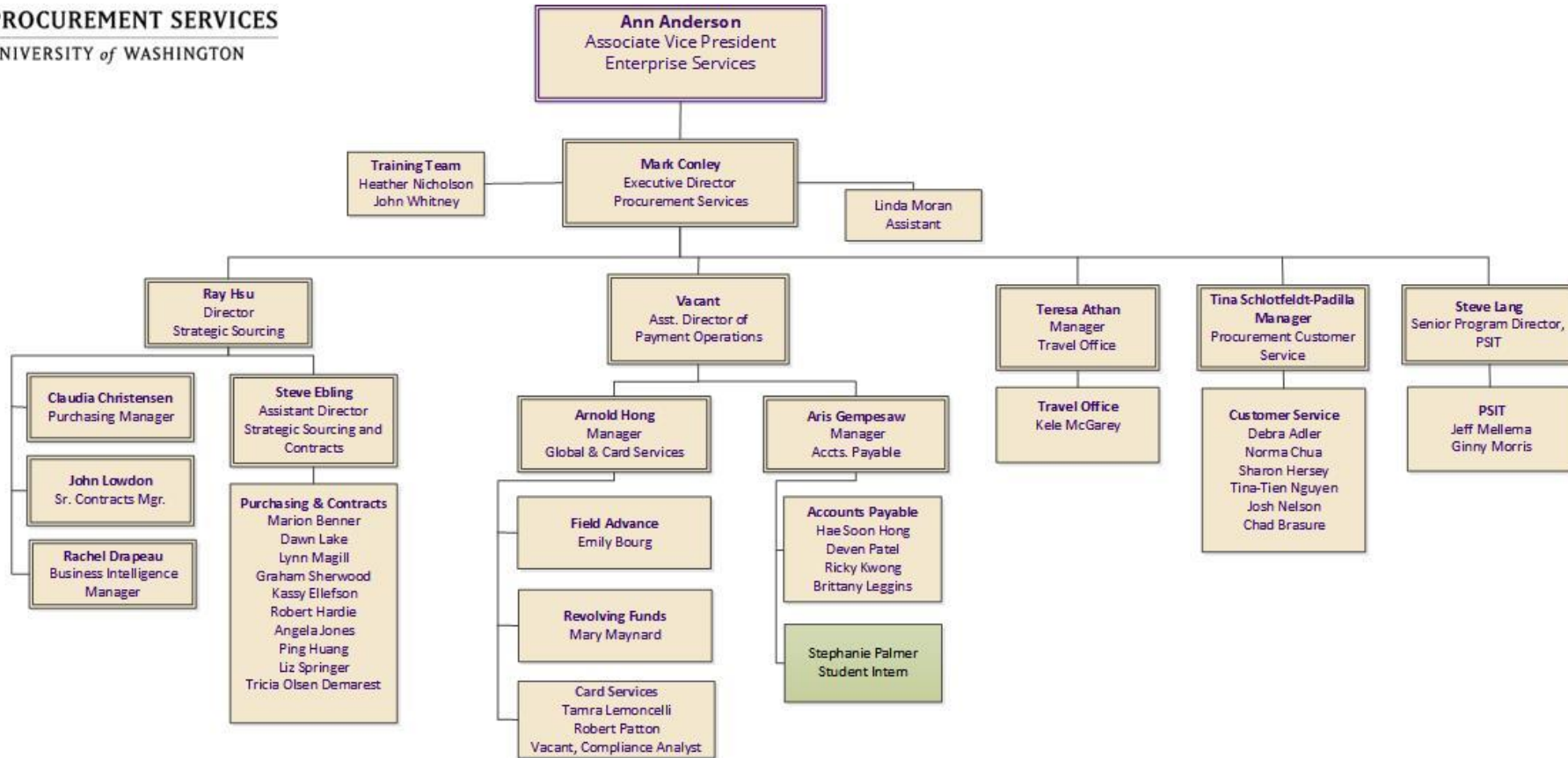
Forum Agenda

> **Welcome**

> **New to Procurement**
 – **Updated Payment Loop (Manual Payments) TC 50s, ERs**
 – **Ariba close contracts button**
 – **New: Foreign Supplier Registration**

> **In Development**

> **By Popular Demand**
 – **Supplier Registration Form**

> **Procurement News**
 – **Biennium 2019**
 – **Reminder and Introduction: State Required DES Training**
 – **Amazon Business Prime**

> **Our Campus Partners:** UW Finance Transformation

> **Q&A**

> **Closing**

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PROCUREMENT SERVICES
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Revised June 2019

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New to Procurement

Rachel Drapeau

Updated Payment Loop Information

> XP, XR, and ER payments now show payment information in Ariba

PDR: New Look and Feel

> **New URLS – check your bookmarks!**

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FINANCIAL MANAGEMENT
DATAGroup

Rachel E Drapeau

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Home > Report Directory

| 1 of 1 | 100% | Find | Next |

PROCUREMENT SERVICES
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Finance & Facilities

Report Directory

4/23/19 12:41 PM
Page 1 of 1

Folder	Title	Report ID	Description	Modified Date
⊞ Merchant Services		2 reports		
⊟ Procurement - PDR		15 reports		
Accounts Payable		2 reports		
	Received Invoices	CAMPUS0003	Invoices received into Accounts Payables but have not been processed. To cancel an invoice because it should not be paid, or because it's a duplicate, send an email to rip@uw.edu with an explanation and request the invoice is "NPT'd" (not put through). You do not need to work through the buyer when requesting to not pay an invoice. NOTE: This information is as current as yesterday.	3/18/2019
	Warrant Register			4/12/2019
Central Travel Accounts		3 reports		
	Spend by Department	CTA0003	This report is to track spending patterns and review usage within the department to help identify any possible compliance/misuse issues of department's resources. This report is not intended to replace any required documentation for transactions. Departments are encouraged to review transactions listed in this report to ensure compliance with all State, UW, and Department travel policies and procedures.	3/27/2019
	Transaction Details by Account	CTA0001	Detailed spending data for the selected CTA account(s) over the entered date range. The organization code is the department that issued the account(s). Users can utilize this report for account(s) spending analysis.	3/27/2019
	Transactions by Category and Account	CTA0002	Detailed spending data for the selected account(s) by various categories. The organization code is the department that issued the account(s). The report identifies the transactions that may potentially be flagged as 'high risk' when the State travel compliances are not met. These transactions are often subject to an audit. *Note: airline and conference registration are not subject to high risk, but are included for possible auditing purpose.	3/27/2019
Contracts		1 report		
	UW Contracts Search			4/18/2019
Procard Audits		8 reports		
	Cardholder Details	PROCARD0003	This report is developed for departmental use to track spending patterns and review ProCard use within the department to help identify any compliance issues or misuse of department's resources. It is not intended to replace required documentation for retention purposes. The report provides transactions made on individual's ProCard account. The report provides monthly activity and a trend line to identify the card holder's purchasing habit.	3/27/2019

Ariba Close Contract Button – New and Improved!

> **To use the Close Contract button:**
> - All invoices must have a status of Reconciled or Rejected
> - The button may not appear if the BPO has already partially closed

> **The Close Contract button will:**
> - Remove the Open Balance from your budget
> - Not require re-approval of a new version of the Contract Request
> - Prevent suppliers from submitting additional invoices

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Foreign Supplier Registration

> **Campus completes our Foreign Supplier Registration Form to give foreign suppliers a secure one-time registration link**

> **Suppliers fill out their own registration forms**
>   – **Our web page linked below details the exact information suppliers need to provide**

> **Once the form is submitted, the supplier & department receive a confirmation email**

> **Central Office processes within 2-3 business days**

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In Development

Rachel Drapeau

In Development

> **Ongoing smaller projects**
  - **Biennium**
  - **Ariba maintenance and compliance updates**

> **Ariba enhancements will be limited to compliance and security related issues only, along with any functionality fixes starting August 16th**

> **Provide ongoing and additional resources to UWFT efforts**

By Popular Demand

Rachel Drapeau

By Popular Demand:

> Domestic Supplier Registration

> Foreign Supplier Registration (New to Procurement)

> UWFT (Campus Partner Presentation)

When is a Supplier Registration Form needed?

> Brand New suppliers
> Suppliers that we have not done business with in two years or more
> Suppliers with new or unmatched tax IDs

......Why?

> To facilitate payment (outside of Procard payments)
> IRS Tax reporting
> Compliance with federal, state, and local law requirements

Supplier Registration Form (Overview)

Supplier Registration Form — 2 business days — Available to Place an Order

Partially Onboarded UW Supplier — Available for Non-Catalog ►

Tax ID No. Verified with IRS — 7 business days

Enrolls for Electronic Payments — 2 - 4 weeks* — Available to Make a Payment

Fully Onboarded UW Supplier — Available for Non-PO Invoice ►

ARIBA Network Enablement — 1 - 3 weeks* — Transacting on ARIBA Network

Supplier Transacting Electronically — Available for BPO ►

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Supplier Registration : Central Office Responsibilities

> **Process the Supplier Registration Form (SRF) in 2-3 business days**
> **Create supplier numbers**
> **Vet SRF information with the IRS**
> **Coordinate payment registration with our banks**
> **Link suppliers to UW from the Ariba Network**

Supplier Registration Form — **2 business days** — Available to Place an Order — Tax ID No. Verified with IRS — **7 business days** — Enrolls for Electronic Payments — **2 - 4 weeks*** — Available to Make a Payment — ARIBA Network Enablement — **1 - 3 weeks*** — Transacting on ARIBA Network

Partially Onboarded UW Supplier Available for Non-Catalog ▶

Fully Onboarded UW Supplier Available for Non-PO Invoice ▶

Supplier Transacting Electronically Available for BPO ▶

Supplier Registration: Supplier Responsibilities

To complete the onboarding process and receive orders and payment from UW, Suppliers need to:

> Complete and submit the SRF

> Respond to Procurement Services if there are any issues or questions with the tax information provided in the SRF

> Complete payment registration

> Complete Ariba Network registration (If a BPO is needed)

Supplier Registration Form

Available to Place an Order

2 business days

Tax ID No. Verified with IRS

7 business days

Enrolls for Electronic Payments

2 - 4 weeks*

Available to Make a Payment

ARIBA Network Enablement

1 - 3 weeks*

Transacting on ARIBA Network

Partially Onboarded UW Supplier
Available for Non-Catalog

Fully Onboarded UW Supplier
Available for Non-PO Invoice

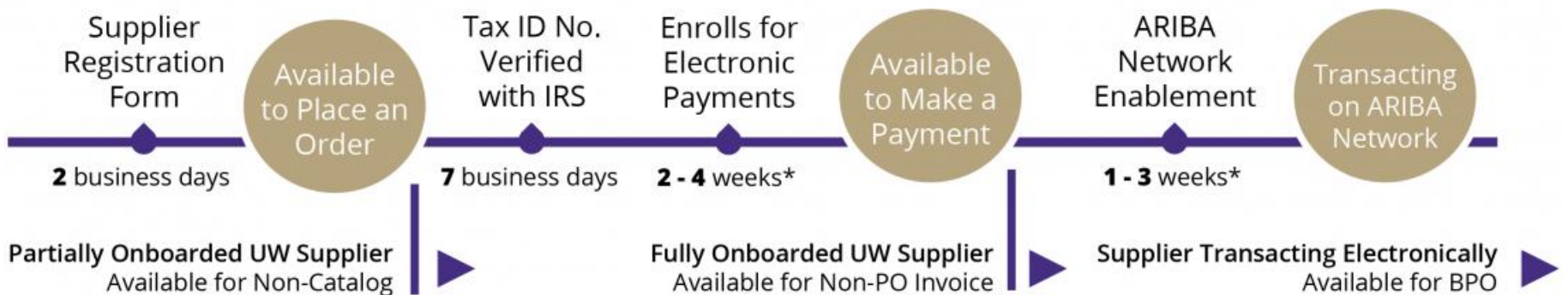Supplier Transacting Electronically
Available for BPO

Supplier Registration: Campus Responsibilities

> **Check the UW Contracts Search and Supplier Search and use already registered suppliers**

> **If campus cannot fulfill their needs from our current supplier database, let the supplier know that they will need to register 2-4 weeks *before* goods or services are needed**

> **Determine if a BPO is needed for your purchase and coordinate this with your supplier (BPO requires Ariba Network registration)**

> **Reach out to Procurement for any purchases or projects over $10,000+ not already on contract**

Supplier Registration Form — **Available to Place an Order** — **2 business days**

Tax ID No. Verified with IRS — Enrolls for Electronic Payments — **Available to Make a Payment** — **7 business days** — **2 - 4 weeks***

ARIBA Network Enablement — **Transacting on ARIBA Network** — **1 - 3 weeks***

Partially Onboarded UW Supplier Available for Non-Catalog ▶

Fully Onboarded UW Supplier Available for Non-PO Invoice ▶

Supplier Transacting Electronically Available for BPO ▶

Supplier Registration: Campus Tips & Tricks

> Start early! Make time for the registration process.

> Check the UW Contracts Search and Supplier Search before making a purchase

> Reach out to Procurement for any questions you have before making a purchase

> Check in with supplier frequently (Payment status, Ariba enablement status if needed)

Supplier Registration Form	Available to Place an Order	Tax ID No. Verified with IRS	Enrolls for Electronic Payments	Available to Make a Payment	ARIBA Network Enablement	Transacting on ARIBA Network
2 business days		7 business days	2 - 4 weeks*		1 - 3 weeks*	

Partially Onboarded UW Supplier
Available for Non-Catalog ▶

Fully Onboarded UW Supplier
Available for Non-PO Invoice ▶

Supplier Transacting Electronically
Available for BPO ▶

Procurement News

Rachel Drapeau

Biennium Page

Biennium – Key Points

> **2019-2021 Biennium budgets will be available in Ariba on July 8th**
  - Ariba will not be available over the weekend (July 6-7) for updates

> **Check your budget preferences after the new biennium as old budgets will be removed from Ariba**

> **We have posted cut-off and payment information for Procurement systems and processes**

"Changing Preferences" Tutorial : https://finance.uw.edu/ps/resources/training/tutorials#Useful%20Tools

Biennium Webpage: https://finance.uw.edu/ps/reports-reconciliation/bienniumclose

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Washington State Mandate: DES Training

> Washington State training for any staff performing procurement-related duties

> Course requirements and additional information can be found on the DES web page below

> Our DES training contact:
Sundae Delgado
sundae.delgado@des.wa.gov

DES Procurement Site: https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development

UW DES Site: https://finance.uw.edu/ps/DES-training

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Amazon Business Prime

> Free 2 day shipping on all Prime eligible items

> Amazon Business Prime accounts are centrally funded – no cost to the department

> See our website below for more information on setting up your account

> Email: **AmazonBusiness@uw.edu**

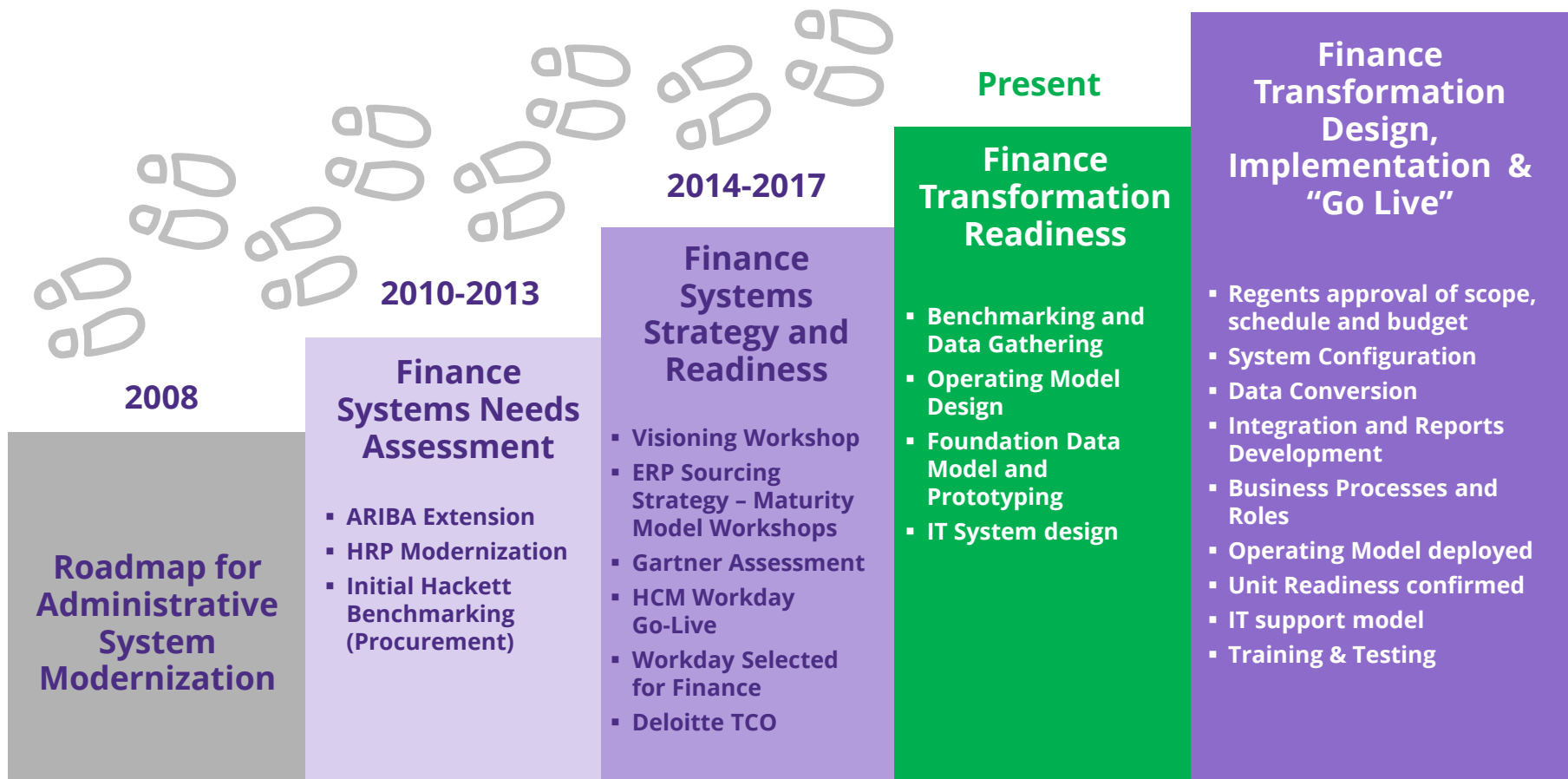https://finance.uw.edu/ps/amazon-business

UW Finance Transformation

Finance Transformation Team

BUILDING TOWARDS FINANCIAL TRANSFORMATION

Since the Roadmap for Administrative Systems Modernization in 2008, UW has been on a path towards Financial Transformation, which each stepping stone building on the last

2008

Roadmap for Administrative System Modernization

2010-2013

Finance Systems Needs Assessment

- ARIBA Extension
- HRP Modernization
- Initial Hackett Benchmarking (Procurement)

2014-2017

Finance Systems Strategy and Readiness

- Visioning Workshop
- ERP Sourcing Strategy – Maturity Model Workshops
- Gartner Assessment
- HCM Workday Go-Live
- Workday Selected for Finance
- Deloitte TCO

Present

Finance Transformation Readiness

- Benchmarking and Data Gathering
- Operating Model Design
- Foundation Data Model and Prototyping
- IT System design

Finance Transformation Design, Implementation & "Go Live"

- Regents approval of scope, schedule and budget
- System Configuration
- Data Conversion
- Integration and Reports Development
- Business Processes and Roles
- Operating Model deployed
- Unit Readiness confirmed
- IT support model
- Training & Testing

**W FINANCE TRANSFORMATION**
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LESSONS LEARNED FROM HRPM

> **Focus on *business* transformation**, not simply technolog...

> Scope, schedule and budget: If you change one, you impac...

> **Engage the right people at the right time**

> **Focus on end-to-end processes**

> Value voice, collaboration and the courage to course corre...

> Leadership and Program Team speak with one voice

> Maintain UW commitment and momentum when turnover occurs

> **Focus on reporting early**

> **Focus on operating model early**

> Be candid and transparent about opportunities and challenges

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TRANSFORMATION MATURITY
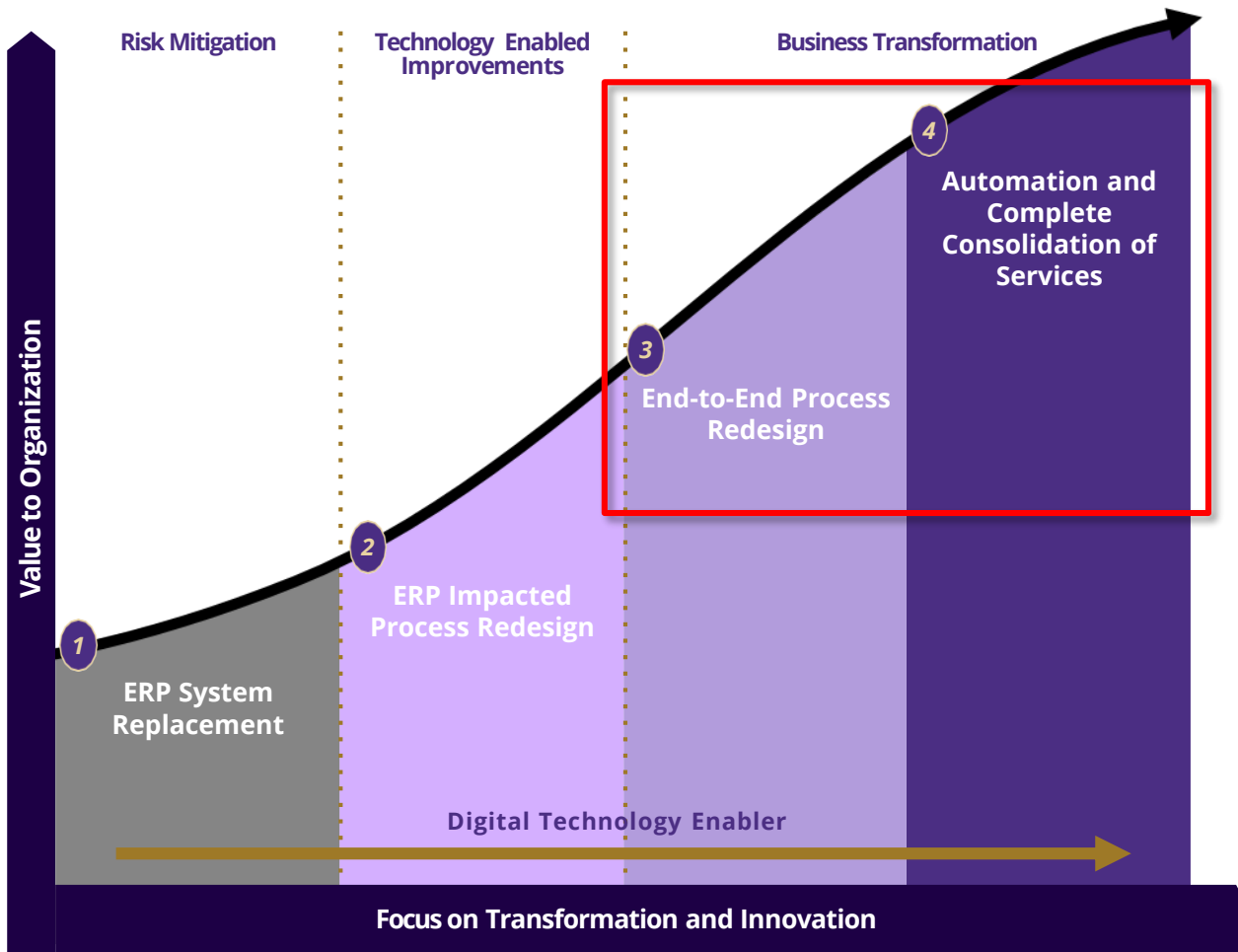
Degrees of Transformation Examples

1. ERP System Replacement

Low degree of transformation. Lift and shift existing technology. Limited redesign of existing processes. Operating model remains intact.

2. ERP Impacted Process Redesign

Medium degree of transformation. Cloud capability leveraged. ERP-impacted processes standardized, with corresponding change to operating model.

3. End-to-End Process Redesign

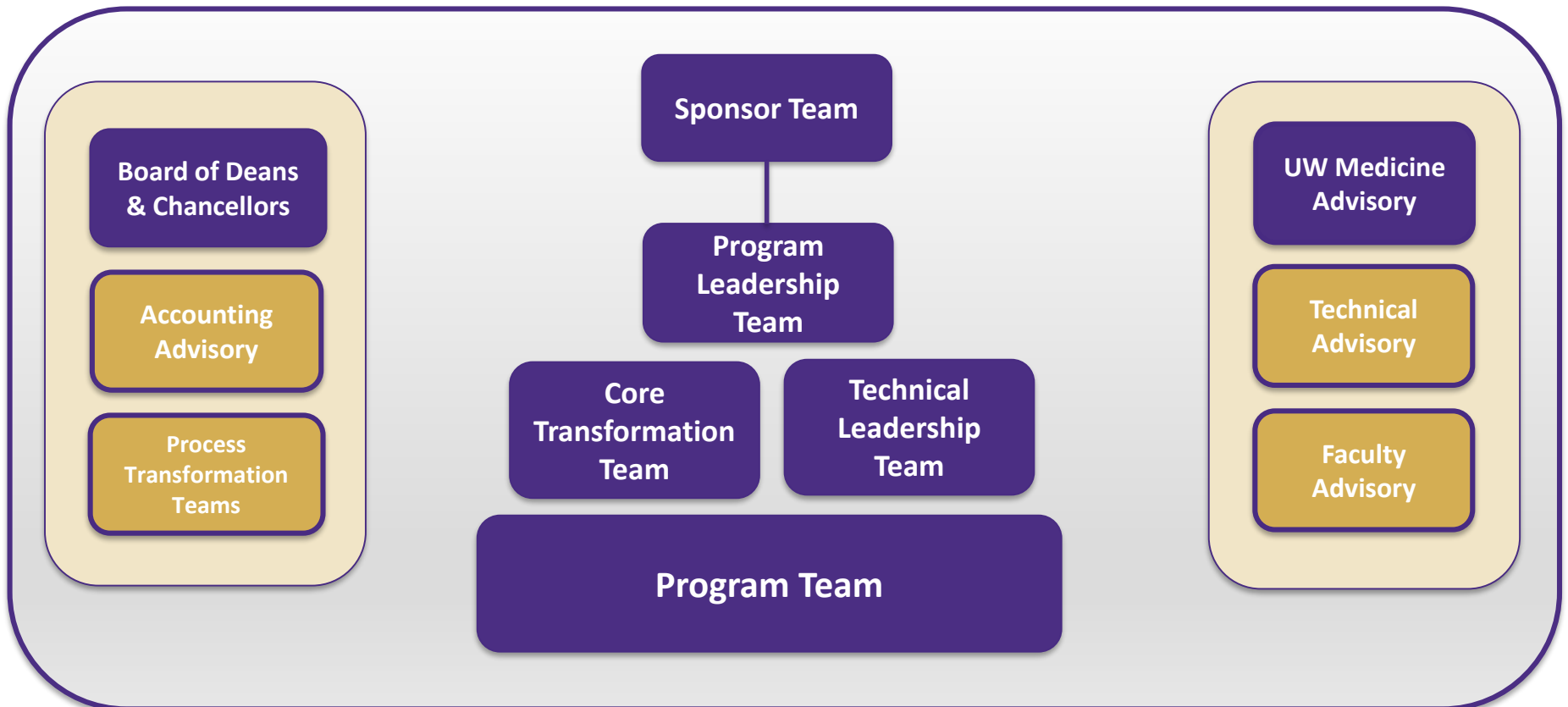Medium – High degree of transformation. All Supply Chain and Finance processes standardized. New operating model established with ERP enablement.

4. Automation and Complete Consolidation of Services

High degree of transformation. All Supply Chain and Finance redesigned to leverage a leading operating model for transaction processing. Unified shared service(s), irrespective of ERP.

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UWFT GOVERNANCE STRUCTURE

■ = Current
■ = Future

Sponsor Team

Program Leadership Team

Board of Deans & Chancellors

Accounting Advisory

Process Transformation Teams

Core Transformation Team

Technical Leadership Team

UW Medicine Advisory

Technical Advisory

Faculty Advisory

Program Team

Administrative leadership for program team is VP Finance

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FIRST IMPRESSIONS OF PROCUREMENT IN WORKDAY

> Intuitive user interface

> Ability to maintain controls, routing, and audit capabilities

> Everything tracked in one system

> Ability to administer pro-card, upload documents and reconcile transactions in Workday

> Visibility of spend graphics

> Ability to avoid duplicate payments and better tracking on travel authorizations

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INFORMING WORKDAY'S PROCUREMENT AND SUPPLY CHAIN DESIGN

> UW hosted 2-day series of workshops related to Procurement, Travel & Expenses and Accounts Payable to begin to demo Workday functionality

> An additional workshop for Supply Chain is scheduled for 5/22

> We have already begun to engage with Workday to formalize a regular rhythm for collaborating on current and future state design needs

> In the coming months and years, the UWFT program will continue engaging with UW's procurement and supply chain SMEs to inform and shape this part of UWFT

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UPCOMING OPPORTUNITIES FOR PARTICIPATION

> Provide and encourage **Subject Matter Experts to support workshops**, decision making, review of decisions

> Resources to **review outputs of each of the 9 end-to-end processes** and the **Foundation Data Model**; smaller units need to rely on others for input

> **Business and IT owners for each system** will also be required to provide input to the system inventory analysis and support analysis for the system remediation/retirement strategy

> **Faculty** participating in faculty focus groups

> **Additional effort is also being scoped** for activities that each unit will need to prepare for Implementation

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THANK YOU!

Q&A

Forums Team

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Q&A

> **Please silence phones (in person and remotely, if calling in)**

> **For those remotely: Please send us questions through chat**

> **If you have a detailed, specific, question – email pcshelp@uw.edu**

In Closing

> Want to hear more? Subscribe to our newsletter at: **https://finance.uw.edu/ps/resources/news-and-outreach**

> We will post slide content and our recording appx. one week after the forum

> We will see you November 2019!