



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

Available Soon!

Available Soon: Open Balance Reports in MyFD

Coming in April! Earlier this year we announced a joint enhancement from Ariba and MyFinancial.Desktop that would allow users to track remaining Ariba open balances. Open Balances are outstanding commitments on a budget for orders or contacts placed through the Ariba system. For this effort, there will be updates to both MyFD and Ariba.

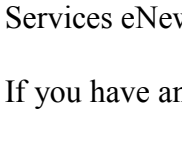
There will be enhancements to four reports in the MyFD system to track these Open Balance amounts. The affected reports are:

- Budget List
- Budget Summary Report
- Budget Worksheet
- Current Encumbrances report which will be expanded and renamed to Encumbrances and Open Balances.

For more information about these reports in MyFD please see <https://f2.washington.edu/fm/myfd/projectupdate>.

There is also new report in Ariba for tracking remaining Open Balances. This can be found in the Reports section of Ariba under the Orders section titled "Open Balance Details by Budget." For more information about how to run reports in Ariba, please see our How-To-Guides webpage at <http://f2.washington.edu/fm/ps/training-events/independent-study>.

For any questions please contact myfdhelp@uw.edu or pcshelp@uw.edu.



eProcurement Change Order Functionality Being Piloted in April

Beginning in April, Procurement Services will begin piloting new functionality which allows limited changes to be made to eProcurement purchase orders (POs). A very small number of Accounts Payable staff will be able to make changes to the budget number on an order to facilitate the payment of invoices.

What does this mean to campus right now?

When Accounts Payable has to make a change to the budget number on an eProcurement PO, the PO must be routed through approval process again. This may include different approvers when a change is made to a budget number. Please be diligent about communicating with the approvers for your POs to assist with their timely approval in these instances.

What are the future plans for eProcurement PO changes?

We are currently developing a process which will allow campus to submit requests for budget number and account code changes to their eProcurement POs, in addition to requests to close eProcurement POs. Please continue following UW Procurement Services eNews for future details.

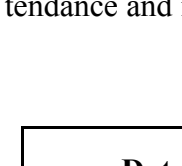
If you have any questions, please contact PCShelp@uw.edu.



Procurement Services Contract Management Project

Contract Management is an Ariba solution that controls the creation of contracts and will serve as a repository for UW contract information. Contract Management will replace a manual, paper-based contract negotiation process with an online tool where the key stakeholders involved in contract negotiation can all participate electronically.

For more details see the webpage: <http://f2.washington.edu/fm/ps/home/procurement-services-news/Contract-Management> or contact Tu Pak at 206-221-5486 (tupak@uw.edu)

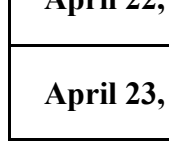


2015 Preliminary Benefit Rates Have Been Updated

2015 preliminary fringe benefit load rates have been updated and are available on the Financial Accounting website at <http://www.washington.edu/admin/finacct/office/> (see the "What's New?" section on the top right of the webpage).

If you have any questions, please contact either Dan Schaaf at schaafd@uw.edu, Robert Bradshaw at robertcb@uw.edu, or Sarah Moore at moores@uw.edu

Reminder



Register Now for a Spring Forum Near You

The Purchasing side of PAS will be retired in 2015. Will you be prepared for it?

Please plan on attending one of Procurement Services Spring Forums to get the latest news on new purchasing and payment functionalities in our eProcurement (Ariba) system. We will be highlighting [eProcurement projects](#) and timelines in addition to opening up the floor to your questions and providing you with networking opportunities.

Please take time to click on the registration link below for the venue that is most convenient for you. Registration is not a requirement to attend but it helps us manage attendance and insures that you will get an electronic version of the forum presentation.

Procurement Services Spring Forum Schedule

Date	Time	Location	Register Here
April 11, 2014	1:30-3:00	UW Tacoma JOY 117	REGISTER NOW!
April 14, 2014	2:00-3:30	William H Foege Auditorium S060	REGISTER NOW!
April 15, 2014	1:00-2:30	UW Tower Auditorium	REGISTER NOW!
April 18, 2014	10:00-11:30	UW Bothell UW2 340	Contact Jim Pilon
April 22, 2014	1:00-2:30	South Lake Union Orin Smith Auditorium	REGISTER NOW!
April 23, 2014	10:00-11:30	HUB Room 334	REGISTER NOW!

If you have any questions please contact [Donna Ickman](mailto:Donna.ickman@uw.edu) at 206-685-0448.

Supplier Fair Review



8th Annual UW Supplier Exceeds Expectations

The 8th Annual UW Supplier Fair was held yesterday with more suppliers and attendees than ever before. This was a great opportunity to talk one on one with suppliers to see if a department's unique needs could be met by them. The attendance was around 350 and the fair showcased 83 suppliers in eProcurement, suppliers with a UW contract, as well as small, local, minority and women owned businesses.

And was the supplier swag the coolest ever? From really nifty water bottles with a "WOOF" graphic on its side, to bouncy balls that glowed on the inside like they were radioactive when bounced. The supplier reps were engaging and receptive to their campus customers, and an informal survey concluded the suppliers were thrilled with the number of new connections they made throughout the day.

The refreshments were a big hit also. People seemed to love the curry chicken satay, and the ones with a sweet tooth enjoyed a variety of cookies and brownies. So if you missed this year, in 2015, consider attending the next supplier fair that will take place around this time, in 2015.

Status Updates



Procurement Rebranding Survey Update

We would like to thank everyone for participating in our survey regarding the Ariba rebrand. We received a great deal of responses and it was appreciated. Along with the two names we had chosen, we also received many other good ideas and we would like to consider those as well. We also received some feedback of why neither name might be the right choice. The survey helped us to know that we should explore more options; all of this was with your help.

Stay tuned as we will be reaching out again in the near future.



MPS Status Report

It's been a little over one year since the UW launched Managed Print Services, so it's a good time to review the success of the program.

Background:

- UW copies or prints 166 million pieces of paper a year, with 1,600 copiers and at least 16,000 printers of various makes and models around campus
- Ricoh selected through a competitive process involving stakeholders from across campus
- MPS contract has been in place for one year – 10 year potential term
- 200 devices installed to date
- Goal is to consolidate the number of devices: use fewer, but more efficient (multifunctional) devices

Benefits:

- Reduces costs – measurable savings of 25% to date
- Reduces environmental impact –paper, toner, energy usage
- Simplified cost structure and billing process – no more leases
- Standardized models and supplies
- Better security features
- One provider instead of many
- MPS team to assist you!

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

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<https://mailman2.u.washington.edu/mailman/listinfo/procurementservicesnews>

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

If you are having trouble viewing this email you can read it online at: <http://f2.washington.edu/fm/ps/home/communications-and-outreach>

If you have procurement related questions please email: pcshelp@uw.edu

