



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

Enhancements to Procurement Service's Website

COMING NEXT WEEK!

A New Look for the Procurement Services Home Page

Based on feedback we have received from the campus over the last several years, Procurement Services, in collaboration with university partners and customers has redesigned the Procurement Services Home Page. The primary goals in enhancing the website were to:

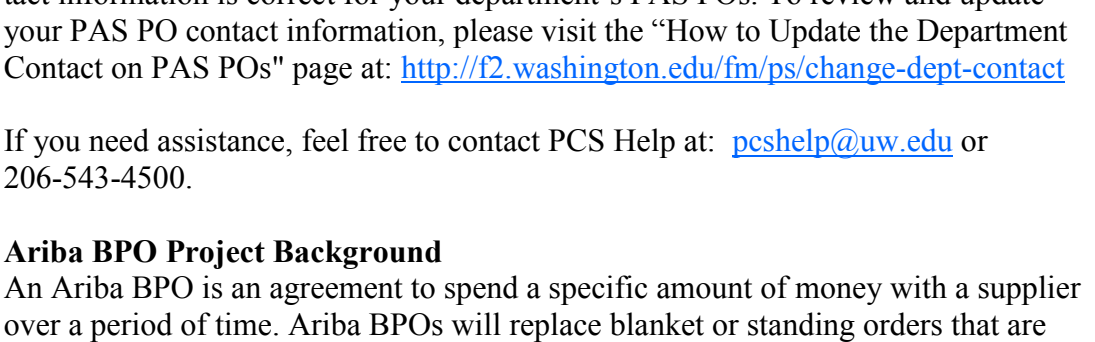
- Incorporate the eProcurement web pages into the Procurement Services website and ensure all information is up to date
- Update the Procurement Services Home Page to have a greater focus on eProcurement
- Improve the navigation and ease of use
- Ensure all links worked

Some of the improvements that were accomplished include:

- Removal of 57 redundant web pages
- Merged the remaining 13 web pages into 7
- Consistent topic content wherever referenced on the among all topics
- Simplified the appearance from text-centric to buttons with links to most frequently visited sites and "read more..." links

A [PDF is available that provides a mapping](#) of the "old" eProcurement web pages to the new Procurement Services website. An announcement will soon be made providing the launch date for the improved website but until then, feel free to visit [Procurement Services website](#) (previous or new version, the URL will remain the same).

Here is a sneak preview of the new Procurement Services Home Page.



PHASE II Ariba Blanket Purchase Order (BPO) Phase 2 Launch – Your Help is Requested!

Current Status

Procurement Services is getting ready to launch Phase 2 of the Ariba BPO project and you can help us by making sure that the current contact information is correct for your department's PAS POs. To review and update your PAS PO contact information, please visit the "How to Update the Department Contact on PAS POs" page at: <http://f2.washington.edu/fm/ps/change-dept-contact>

If you need assistance, feel free to contact PCS Help at: pcshelp@uw.edu or 206-543-4500.

Ariba BPO Project Background

An Ariba BPO is an agreement to spend a specific amount of money with a supplier over a period of time. Ariba BPOs will replace blanket or standing orders that are currently open in PAS.

Phase 1 of the Ariba Blanket Purchase Order (BPO) rollout started in early December, 2013. During Phase 1, Procurement Services worked with a pilot team of departments and suppliers to convert select, existing PAS open orders to Ariba BPOs. There were 13 departments and suppliers trained and 14 PAS POs were converted to Ariba BPOs. In addition, the buyers on the pilot team (Kassy Ellefson, John Whitney, Marianne Haugen and Susan Malysiak) reviewed a total of 1,071 PAS POs and determined that only 204 needed to be moved into Ariba, reducing the number of BPOs by 80%.

Phase 2 will include adding more buyers, departments and suppliers to the project and further review of PAS POs to determine which ones need to be moved into Ariba. For more information on Ariba BPOs, please visit: <http://f2.washington.edu/fm/ps/how-to-buy/AribaBlanketPurchaseOrders>.

Open Balances in MyFD Launching April 15th!

The Ariba and MyFinancial.desktop teams are pleased to announce enhanced functionality in MyFD and eProcurement (Ariba) reports that will allow users to track remaining eProcurement (Ariba) open balances. Open Balances purchase orders or contracts commitments on a budget for purchase orders or contracts placed through the Ariba system.

Enhancements in MyFinancial.desktop

There will be enhancements to four reports in MyFD to track these Open Balance amounts:

- [Budget List](#)
- [Budget Summary](#)
- [Budget Worksheet](#)
- [Encumbrances and Open Balances](#) (formerly Current Encumbrances)

For more information about these changes in MyFD please see our project update webpage at: <https://f2.washington.edu/fm/myfd/projectupdate>.

Specific information about each enhanced report is available by clicking on the linked report names above.

Enhancements in Ariba Reports

There is also a new Open Balance Details by Budget report in Ariba for tracking these remaining open balances. This new report will be updated nightly and include data from the previous day (other Ariba reports include live data). To find this report, go to: eProcurement à Manage à Reports à Orders à "Open Balance Details by Budget."

For more information about how to run reports in Ariba, please see our How-To-Guide for [Running Reports in Ariba](#) at: <http://f2.washington.edu/fm/ps/training-events/independent-study>.

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

Event 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 Forum 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.

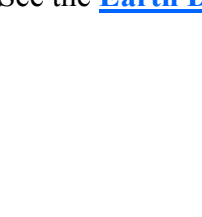
Please go to the [Procurement Services forum web page](#) to register or click on one of the register now buttons below to register for the venue that is most convenient for you. Registration is not a requirement to attend but it helps us manage attendance and insures that you will get an electronic version of the forum presentation.

Procurement Services Fall 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.

Training



Upcoming Basic Tax Training!

Are you wondering whether your department's purchases should have Sales or Use Tax applied? Making the right determination could help your department save on purchases that do not have tax.

Paying the tax could help prevent penalties and interest. Attend the upcoming Basic Tax Training on Sales & Use Tax for a broad overview of Sales & Use Tax on Wednesday, May 7, 2014 from 1:00 pm - 2:30 pm in room 224 in the Purchasing & Accounting building.

Topics covered include:

- Broad overview of Retail Sales & Use Tax
- Destination Based Sales Tax
- Available Exemptions and How to Claim Them

To register for the training, please visit the [tax training page](#) for more details.

A Tip with a Point



Advising Campus to Not Overfill Their Sharps Containers

Please be aware of the fill lines for sharps containers, not all are the same. Most containers have fill lines at the 2/3 level, but some may have a fill line within a half inch of the top. Containers with the higher fill line can lead to overfilling with subsequent problems after autoclave, with containers being punctured by a needle and thus endangering anyone handling the container.

When ordering sharps containers, it's advised to purchase a container with a 2/3 fill line. Regardless of fill lines, use caution and don't overfill sharps containers.

Green U News



SAVE THE DATE:

Earth Day: Healthy People, Healthy Planet

That's what Earth Day 2014 is all about! Plan to join the festivities on the HUB Lawn on Tuesday, April 22, from 10am - 3pm. Check out tables and activities, hear from UW environmental leaders, applaud green award winners, and much more!

See the [Earth Day webpage](#) for ongoing activities throughout the week!

Tues, April 22
10am - 3pm
HUB Lawn

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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