



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

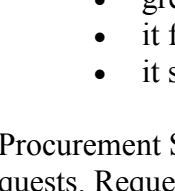


Spring Forum Series Comes to an End

Each spring and fall, Procurement Services offers the campus an opportunity to get the latest news and information first hand. We schedule forums at 6 different venues which include three at the Seattle campus (HUB, UW Tower & Foege) and one each at the Bothell and Tacoma campuses, as well as South Lake Union. These have been wonderful opportunities to connect with our customers, which in turn has helped build the trust and strong partnerships for the implementation of successful procurement projects.

If you missed your chance to attend one of our spring forums, you can still view the presentation materials by going to our [forum web page](#). If you attended a forum, you can share some thoughts with us by taking a [quick 5-10 minute forum survey](#).

See you in the fall at the next forum, or if you could use some assistance with the new procurement processes, set up an **appointment for outreach** by contacting [David Wright](#) at 206-616-7076.

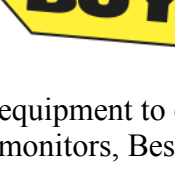


How to Pay a Performer

Commencement and the end of school are here again and Procurement Services wants to make sure your department is ready.

During this time of year, many departments may be planning to hire a performer. Did you know the payment rules vary? In order to help departments navigate the different payment types, we've created a chart that details the type of performer, documentation needed, advised payment method, and approximate payment timeframe. See Payments to Performers at: <http://f2.washington.edu/fm/ps/individuals/performers>.

Have questions? Send us an email at pschelp@uw.edu.



A Simplified Moving Expense Option

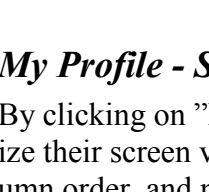
UW now offers a simplified moving expense option – a lump sum allowance paid with the employee's first paycheck. Benefits of this process include:

- a simpler way to cover moving expenses
- greater flexibility for the individual to use the allowance as the need
- it frees new hires from having to keep receipts.
- it simplifies the payment process to the new employee

Procurement Services has started to review and analyze all new Household move requests. Requests identified for potential lump sum process will be returned to department to use the new process.

For more information on how to process the lump sum allowance please see: <http://f2.washington.edu/fm/payroll/payroll-coordinators-guide/payments/moving-expenses>

eProcurement Supplier Spotlight



Capability Updates for Best Buy's eProcurement Catalog

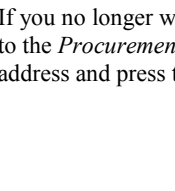
As a University of Washington contracted supplier, Best Buy offers the UW access to their **full catalog** in eProcurement with access to over 100,000 commercial-grade products. From office equipment to classroom white boards and carts, or the latest tablets, laptops and monitors, Best Buy has the reliable technology departments need.

In-store pick-up is available through Ariba so that you can pick up your order directly from local stores. Otherwise, there are flexible shipping options to get you what you need, when you need it.

Volume purchasing and **custom quotes** are also available for complex or large orders. You can submit a non-catalog order through Ariba, or contact Best Buy directly.

Your Best Buy account manager, Charity Rivera, can work with you to answer any of your questions: 425-269-6374 or Charity.Rivera@BestBuy.com

A Couple of ProCard Tips



I'm locked out of PaymentNet and can't login. What do I do now?

Users will be locked out of PaymentNet4 after 3 unsuccessful login attempts. Please email procard@uw.edu and they will unlock your account and send you a new password.

My Profile - Screen Views

By clicking on "My Profile" – "Screen Views" allows an authorized user to customize their screen views. This includes the option to configure viewable columns, column order, and number of items on the transaction list screen. Any column that is followed by "required" cannot be removed but may be rearranged on your screen view. Please contact Procard 3-5252 or email procard@uw.edu if you have any questions.

For more PaymentNet4 tips, go to the [UW ProCard FAQ web page](#).

Green U News



UW Husky Green Award

The Husky Green Award celebrated its fifth year to recognize sustainability leadership at the University of Washington. Two students and three UW departments received this year's awards and all nominees were recognized during this year's Earth Day Celebration.

Husky Green Legacy Awards were also presented to Dean Sandra Archibald and Astronomy Professor Bruce Balick for their dedication and years of service to advancing campus sustainability at the University of Washington.

For more information, go to: <http://green.uw.edu/hga>

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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

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