



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.

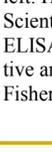
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Headline News

 **Fisher Scientific Provides Products from R&D Systems, Boston Biochem & Tocris**

Procurement Services is pleased to announce that Fisher Scientific can now handle all R&D Systems, Boston Biochem and Tocris purchases. By going through the Fisher Punch-out catalog, you will now be able to **save money in shipping expenses**. With this news, please use the Fisher Punch-out catalog for all your future R&D purchases. **The hosted R&D catalog will be turned off on 6/30/2014**.

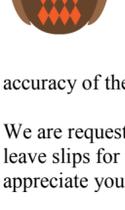
R&D Systems are not only the gold standard for ELISA kits, proteins, growth factors and antibodies, but they also offer a full line of standard and custom multiplex or Luminex assays. To build your Luminex Assay in eProcurement, simply punch out to the Fisher website and look for the 'Luminex Assay' configurator button on the far left. Have a quote directly from R&D for large volume or bulk custom orders? Fisher Scientific will honor it! Do you need a quantity discount for orders of 5 or more ELISA kits? Send your requests directly to your Fisher Scientific Sales Representative and they will send you an easy, eProcurement-friendly order instructions. Your Fisher representative contact information is at [UW Contracts](#).

 **We Want You for Our Procurement Advisory Board**

Procurement Services wants campus input in the evolving development of purchasing tools & processes that meet the needs of our campus customers. We have implemented many eProcurement (Ariba) purchasing methods recently using a Lean approach to improve processes. All Lean process improvements include our customers. We want your continued involvement as we fine tune our purchasing system and processes.

Please contact [David Wright](#) at 206-605-8837 if you are interested in participating on our Procurement Advisory Board or if you just want to ask some questions about it. Meeting frequency and topics will be determined by the advisory board, but we're considering quarterly or even monthly meetings. We're looking at the end of summer to kick this off and looking forward to some vibrant discussions.

Year End Close Reminders

 **Review Fiscal Year End Close Website for Recommended Cut-off Dates**

The [Fiscal Year End Close website](#) has been completely updated with the necessary information needed for the 2014 fiscal year end. The information spans all of our systems affected by the year end close with recommendations and deadlines.

Please review the website to assist you with your department's year end close, and if you need additional guidance, [Procurement Customer Services](#) can be contacted at 206-543-4500.

 **Annual reminder to update timesheets in OWLS for the fiscal year-end**

June 30, 2014 will be the end of the current fiscal year and biennium. Every year the University is required to report the value of accumulated annual and sick leave for the audited financial statements. This information is also disclosed to the state Office of Financial Management for their financial reports every year. The accuracy of the information depends on the OWLS being updated in a timely manner.

We are requesting that all departments update OWLS for outstanding timesheets and leave slips for the fiscal year ending June 30, 2014 no later than July 15, 2014. We appreciate your efforts to accomplish this task in a timely manner. Thank you.

If you have any questions or concerns, please contact Robert Bradshaw at 206-543-2733 or robertcb@uw.edu or Dave Beaulieu at 206-543-8811 or db32@uw.edu

Tax Training

 **New Online Sales and Use Tax Training**

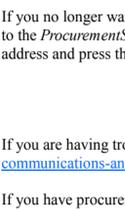
The Tax Office now offers the **Washington State Sales and Use Tax Training online**. Anyone interested in taking this training can take it by going to the Tax Office Training website: <https://f2.washington.edu/fm/tax/training/sales-and-use>.

And if you prefer an in-class training option you can register for this upcoming class. **Basic Tax Training: Sales & Use Tax**

Wed, Jun 25, 2014 - 11:00 am - 12:00 pm

Purchasing 224 (bid room)

Business Diversity News

 **Business Diversity Program Website has a New Facelift**

After a couple of months of going through the so called "surgery", our website now has a much more refreshing look than ever! Come visit us online at <http://f2.washington.edu/bdp/home>, and give us your invaluable feedback.

Green U News

 **International Award Cites UW for Leadership in Sustainability**

As a significant contributor towards this honor, Procurement Services is pleased to announce that the University of Washington was selected for the winning prize in the [International Sustainable Campus Network's Excellence Award](#) Integration category, and was cited for projects or initiatives that have integrated sustainability into the culture, community and/or operations.

 **Improved UW Sustainability Portal**

Tell us what you think about the new and improved sustainability portal! The new site navigation makes it easy for you to find information on the UW Climate Action Plan, attend events, apply for green certifications and keep up on the latest news about sustainability at UW.

Check out <http://green.uw.edu>

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