



*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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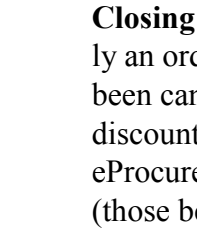
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## Headline News



### Now Available! Request Form to Change or Close eProcurement Orders

Do you have an eProcurement (Ariba) purchase order that you want to change or close? Procurement Services has created a new request form to walk you through the process and answer important questions normally asked by the Customer Service team, helping to reduce the email exchanges between our department and yours.

#### Changes to eProcurement POs:

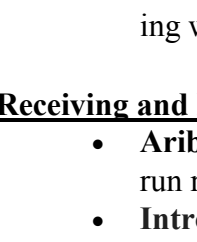
**Changes will now be allowed to budget numbers and account codes.** You will be able to request changes to budget numbers and account codes for eProcurement POs (those beginning with "EI"). Only certain changes can be allowed in order to remain compliant with state and federal policies once a purchase order has been submitted to the vendor.

#### Closing eProcurement POs and BPOs:

**Closing eProcurement POs and BPOs can now be requested.** Occasionally an order must be closed in eProcurement, for instance, when an order has been cancelled with the supplier or an open balance remains because of a discount or a return. This new form will help you to request the closure of eProcurement POs (those beginning with EI) and Blanket Purchase Orders (those beginning with BPO).

To learn more about allowable changes for eProcurement POs and how to submit a request to close eProcurement POs or BPOs, please check out our new webpage at: <http://f2.washington.edu/fm/ps/change-close>

For additional questions, please contact Procurement Customer Service by email at [pschelp@uw.edu](mailto:pschelp@uw.edu) or call 206-543-4500.



### New eLearnings Now Available

Procurement Services is happy to announce four new free eLearnings available to campus users.

#### Buying in eProcurement:

- **Changing Preferences in Ariba** – This short tutorial shows users how to change the different preferences in Ariba, from default budget numbers to how often a user wants to receive emails.

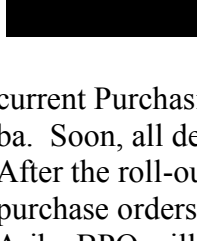
#### Paying in eProcurement:

- **Introduction to Preparing a Non-PO Invoice** – The updated tutorial will teach users how to create and submit a Non-PO Invoice payment through Ariba. This course is recommended for anyone seeking the Non-PO Invoice authorization or anyone wanting to brush up on the rules regarding when to submit a Non-PO Invoice.

#### Receiving and Reports:

- **Ariba Reports** – This eLearning provides a general overview of how to run reports in Ariba and what types of reports are available.
- **Introduction to the Procurement Desktop Reports (PDR)** – This eLearning provides a general overview of how to run PDR reports, what types of reports are available and how to set up report subscriptions.

Take a look at these courses and the other eLearnings currently available at: <http://f2.washington.edu/fm/ps/training-events/independent-study>

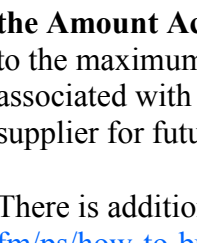


### COMING SOON: Ariba Non-Catalog Over-Direct-Buy-Limit Ordering!

A popular enhancement request is coming to Ariba! We are pleased to announce that Procurement Services is busy on a project to allow purchase orders above the direct-buy-limit to be placed through Ariba's Non-Catalog Ordering system.

This enhancement will provide the same benefits to the ordering process that the current [Non-Catalog Ordering](#) system provides to campus, such as a single, open-access procurement platform, the ability for document attachments and retentions, and a more transparent, electronic approval flow lacking in the legacy Purchasing and Account System (PAS).

This enhancement will be available in the fall. Stay tuned for more details!



### EVEN MORE COMING SOON: Blanket Purchase Order Campus Roll-Out!

In the fall, [Ariba Blanket Purchase Order](#) (BPO) will be available to all campus users! Currently on a limited roll-out phase, some of you may be familiar with the process and have partnered with Purchasing buyers to move current Purchasing and Accounting System (PAS) blanket or standing orders to Ariba. Soon, all departments will be able to create their own BPOs.

After the roll-out, this new Ariba functionality will replace all blanket or standing purchase orders currently placed in PAS. Ariba BPO will leverage existing eProcurement functionalities, such as greater transparency in the ordering process and approval flow. Other BPO benefits that PAS lack include such features as:

- Real-time monitoring of spend
- Email notifications prior to an order's expiration date
- Ability to add or remove budgets
- Ability to change spend or percentage allocations on budgets
- Ability to review and approve all invoices, regardless of dollar amounts

More details will be coming in the future.

## Procurement Tips & Tricks



### Receiving Blanket Purchase Orders

Do you have any eProcurement (Ariba) Blanket Purchase Orders (BPO)? Before you receive, carefully review the line item amount provided on the supplier invoice and then **enter only that value in the Amount Accepted field** when you receive. Do not enter the entire amount (up to the maximum limit). If the entire amount of the BPO is received, future invoices associated with the BPO cannot be paid. A new BPO will need to be created for the supplier for future BPO invoicing.

There is additional information about receiving BPO's at: <http://f2.washington.edu/fm/ps/how-to-buy/AribaBlanketPurchaseOrders#Department>

Any other questions? Please contact [Procurement Customer Service](#) at 206-543-4500.

## eProcurement Supplier News



### Integrated DNA Technologies (IDT) Catalog Goes Live in eProcurement

IDT is the largest supplier of individual custom nucleic acids in the world, shipping an average of 45,000 custom oligos every day with a burst capacity of over 70,000 oligos per day. IDT prides itself on enabling the research community through delivery of the highest quality customized products with the fastest turnaround times and at affordable prices.

For the Seattle area, IDT can provide overnight delivery of simple primer orders at zero shipping cost. In the Seattle/UW area, if orders are placed through their catalog before 7 PM primers will typically be delivered the following day without selecting expedited "SameDay Oligo Service".

For assistance or more information, please contact [John Scott](#) and 650-776-9045.

## Tax News



### What's New on the Tax Office Website?

The tax office has added several new tools to the tax office website including a new section for Sales/Use Tax FAQ. Visit <http://f2.washington.edu/fm/tax/tax-faqs> to check it out!

For more information on how the Tax Office can assist you, please contact [Mona El Souessy](#) at 206-221-3342.

## Diverse Supplier Spotlight



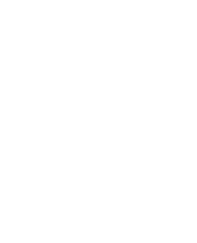
### DayoSense Catering

DayoSense Catering has been in business since 2005 and has been committed to serving comfort food without sacrificing health. The food they prepare represents many years of classical food preparation, recipe testing of comfort foods from many cultures, and nutritional expertise.

DayoSense has been a Preferred Caterer for the University of Washington for the past 3 years and the owner of DayoSense, Chef Dayo Jones, actually graduated from the University of Washington with a degree in Architecture. After being a designer for 8 years, her passions guided her to the exciting medium of food. After graduating with gold cord honors from the International Culinary School Art Institute of Seattle, Dayo hit the ground running developing DayoSense.

During these past 3 years, DayoSense has been growing substantially. DayoSense Catering is striving to have a legacy of genuine love and joy for excellent customer service and creating memorable catered events. Now grown to two full-time employees and 20+ contract workers, Chef Dayo of DayoSense Catering is truly thankful for the priceless experience of serving the University of Washington campus. You can work with Chef Dayo directly now by visiting the catering pool on the [Procurement Services contracts website](#) or at the DayoSense website here: [www.dayosense.com](http://www.dayosense.com)

## Green U News



### Green Bag Lunch

The UW Procurement Stewardship and Sustainability office's Green Bag lunch last week was one of the biggest to date. The August 21 lunch featured UW School of Environmental and Forest Sciences assistant professor Dr. Stanley Asah, who spoke on the topic of facilitating behavior change. Faculty and staff from across campus attended, including Dean Lisa Graumlich from UW College of the Environment.

ESS regularly schedules the Green Bag events as a networking opportunity for campus Green Teams, although everyone in the UW community is welcome to attend. For more information on Green Teams at UW and resources to help organize a Green Team for your building, see <http://green.uw.edu/uw-green-teams> or email [oess@uw.edu](mailto:oess@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**

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If you have procurement related questions please email: [pschelp@uw.edu](mailto:pschelp@uw.edu)