



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



Exception Items Available in eProcurement

(Ariba) - Starting March 16th!

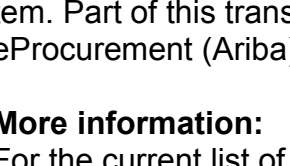
When:

Campus customers will have the ability to order items from the [Exception Items List](#) using eProcurement (Ariba) beginning March 16th.

What's Changing:

All eProcurement orders (Catalog, Non-Catalog Ordering, and Blanket Purchase Orders (BPO) **will require** users to answer the Exception Item question for all requisition and contract requests submitted. Note that orders for Exception Items **may also require** additional questions to be answered by the user, attachments, and/or routing to Central Office for review.

What's New:



On March 16th, campus customers can place orders for Radioactive Items using the **Perkin Elmer** catalog.

What you need to do:

Be aware of the list of exception items and the requirements for purchasing each. See the links below in More Information.

Why we are making this change:

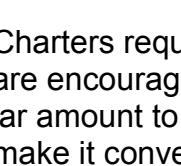
Procurement Services is moving all ordering and paying functionality from a very manual legacy system to the more efficient eProcurement (Ariba) system. Part of this transition is to move the remaining items out of PAS into the eProcurement (Ariba) ordering methods.

More information:

For the current list of exception items, see: <http://f2.washington.edu/fm/ps/how-to-buy/exception-items>

Looking for an exception no longer found on this page? Check out the Procurement Guide: <http://f2.washington.edu/fm/ps/procurement-guide>

If you have questions about this roll out, contact Procurement Customer Service at pcshelp@uw.edu.



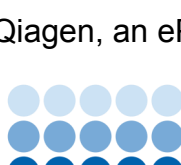
Improved Guidance on Charters/Transportation Webpage

Departments and organizations on campus occasionally need to utilize shuttle and/or charter services for air, land, or sea transportation. Charters range from local, one-day trips to extended multi-day trips spanning many states, or even multiple countries.

Get in-depth information on Procurement Services enhanced [Charters/Transportation webpage](#) that includes best practices in hiring charters whether they be land, water or air transportation options. Under what circumstances can a department sign a contract, or what steps should be followed in making reservations, and insurance, what must be considered?

Charters require proof of insurance from the service provider, so departments are encouraged to use contracted suppliers for all charters, regardless of dollar amount to ensure that the service provider is properly insured. And to make it convenient, we list all of our contracted transportation suppliers in a convenient chart that includes contact information.

Please contact [purevent](#) if you have any questions about charters.



2013-15 Biennium Close Cut-Off Date Recommendations Being Finalized

Procurement Services is in the final stages in determining cut-off dates for transactional documents if the desire is to have those expenditures posted to the current biennium. We will

have recommendations for those dates soon but it's important to note now, that if you have a big ticket item to purchase, or anything requiring a long lead time it is recommended that those purchases are initiated by the end of March.

eProcurement Supplier Spotlight

Save an Extra 10% with Qiagen

Qiagen, an eProcurement catalog supplier is running a promotion from now until March 31, 2015. Order 2 or more products within their gene expression workflow and get an extra 10% off your contract price. Get everything you needed for experiments, from sample collection to result. Simply purchase as usual through the eProcurement catalog to automatically benefit from the exclusive discount. What's more, shipping will be for free for orders above \$750.

Need more information? Please contact [Karen Fortenberry](#) at 206.303.8036

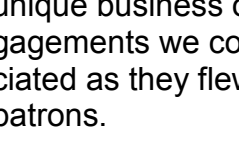
Procurement FAQ's



The supplier is asking me to sign a contract before I can place the order. What should I do?

Departments should NEVER sign a contract or agreement. (Exception: Charters under the Direct Buy Limit. See [Charters](#)) Please contact a [UW Buyer](#) for assistance or Procurement Customer Service at pcshelp@uw.edu.

Procurement Recognition



A Little Love for Procurement

It's March, and that means it is time to celebrate the purchasing profession.....hooray, hooray!!! Not many of you know that March is Procurement Month, as declared by Governor Jay Inslee in 2014, and celebrated by NIGP, The Institute for Public Procurement and public purchasing departments across the country.

Yes, this is self-serving for UW Procurement Services, but why not consider that the UW or if you're really magnanimous, thank with one a regular basis here at UW or if you're really magnanimous, thank with one a regular purchasing, which include over 1,050 government and public entities and thousands of buyers, purchasing agents and procurement professionals. Thank you for doing all that you do for your organizations and the public taxpayers. More information about this glorious month is [here](#).

Event Reviews



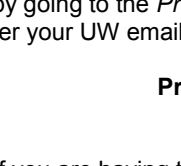
A Rousingly Successful Supplier Fair

[Procurement Services](#) and the [Business Diversity Program](#) would like to thank all of you who had the opportunity to attend the 9th Annual Supplier Fair on February 25th. We set an all-time record for attendance at close to 350 UW attendees.

Not only that, but we received many positive comments from the participating suppliers that staffed the 70 booths at the HUB Ballroom venue. Overwhelmingly, most said that there was a constant flow of attendees and the conversations with potential UW customers was fun and meaningful in establishing future business relationships.

We truly hope you had a great time meeting with the vast variety of suppliers and learning about their new products and services and what makes them a unique business opportunity to the University. Beyond those business engagements we couldn't help but also note that the refreshments were appreciated as they flew off the trays and were delightfully consumed by discerning patrons.

We would also like to take a moment to thank [all the suppliers who participated at the event](#) and the generous prizes that some of them provided (BinW, Denali, Home Depot, IDE, Office Depot, and Open Square). Last but not least, a big shout out to [ZippyDogs](#), an UW approved licensee, for sponsoring the event tote bags this year, thank you!



Efficiency on display at first Organizational Excellence Showcase

Representatives from more than 50 University of Washington departments, including Procurement Services displayed posters demonstrating their process improvements in a variety of department initiatives. The event drew over 300 attendees in its first effort of this kind, and throughout there was a palpable energy and enthusiasm to the discussions.

Process improvements are occurring all across our 3 campuses at a rapid pace and this was an exciting opportunity to share methodologies and motivations behind the enhancements. You can read more about the [Organizational Excellence Showcase](#) in the online UW today story.

Green U News



UW Environmental Stewardship & Sustainability is now UW Sustainability

We are excited to share that **UW Environmental Stewardship & Sustainability is now [UW Sustainability](#)**! We updated our name to help us make better connections with the UW community while keeping sustainability as the focal point of our name and consistent with the University's sustainability brand, "Sustainability: It's in our nature."

We continue to promote sustainability across the University of Washington by engaging, connecting and informing members of the UW community. Our office provides sustainability resources for students, faculty and staff. We work to encourage collaboration across campus to help further sustainability goals.

The [UW Sustainability team](#) is here to help you in your sustainability efforts. [Contact us](#) with questions, ideas or to share information related to sustainability at UW.

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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: pcshelp@uw.edu

