



# PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

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.

December 7, 2015

## Procurement Services News Bulletin

### New eProcurement Enhancements Live Today

- Daily Receiving Reminder Email Now Includes BPO Title and Link to eProcurement Receiving
- Charter object codes are now unlocked for other object codes

## New eProcurement Enhancements Live Today

### ***Now Available!* Daily Receiving Reminder Email Now Includes BPO Title and Link to eProcurement Receiving**

The daily receiving reminder email, *Orders/Contracts Must Be Received* now includes:

- BPO Titles
- Links directly to the Receiving interface in eProcurement

A new guide is available to explain how to receive for a BPO by clicking the link in the email: [Receiving an eProcurement Blanket Purchase Order \(BPO\) from Daily email](#)

- Coming in Mid-December: Fully Implemented Household Moves Solution

## Quick Links

[Procurement Services Website](#)

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## About Procurement Services

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## Contact Us

**Newsletter Editor:**  
[djwright@uw.edu](mailto:djwright@uw.edu)

**Customer Service:**  
[pcshelp@uw.edu](mailto:pcshelp@uw.edu)

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## Charter object codes are now unlocked for other object codes

Starting on Dec 7<sup>th</sup>, 2015, Charter requests in eProcurement can now be entered with object codes other than 0337 Charters (Not a UW owned ship, boat, bus, aircraft, etc)

### What you need to know:

- The process of choosing a charter from the exception list in eProcurement has not changed.
- The charter code was unlocked due to the possibility of food being a part of the order.
  - For example, you can now create a 2<sup>nd</sup> line item separating food and the charter itself.

### What do you need to do:

Please code your charter order according to what object code is needed in your eProcurement order.

## Coming in Mid-December: Fully Implemented Household Moves Solution

Household/Lab Move process will be available in eProcurement in mid-December and will be announced when available.

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

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**Procurement Services is a Division of Financial Management within University of Washington's Finance & Facilities**

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