

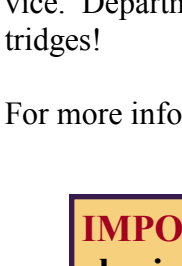


Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

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Headline News



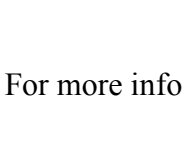
Managed Print Services is only a Few Weeks Away

The UW copies/prints roughly 166 million sheets of paper annually, which results in a “total cost of ownership” of approximately \$12 Million per year. [Managed Print Services](#) (MPS) will be a service provided by an external supplier (vendor) to improve the way we copy and print documents, and can save up to 25% over current costs. We are finalizing the contract with the supplier at this time.

The supplier will assess current practices on a departmental basis and recommend changes that result in lower costs for campus users and environmental benefits including reduced paper and energy use. MPS includes simplified billing based on a “cost per page” model. Equipment, toner, supplies (excluding paper), maintenance, guaranteed service levels, and detailed account usage are all included in the service. Departments will no longer need to sign copier leases or purchase toner cartridges!

For more information, please contact [Carla Helm](#) at 206-543-8056.

IMPORTANT: Contact Procurement Services before purchasing or leasing a new copier or printer, as Managed Print Services will be available to the campus within weeks!



Save the Date: 7th Annual UW Supplier Fair on February 20th

The UW Supplier Fair is being hosted by Procurement Services and the Business Diversity Program. The fair will showcase suppliers in eProcurement, suppliers with a UW contract, as well as small, local, minority and women owned businesses. You will also have a chance to meet with staff from Procurement Services, the Business Diversity Program, and the Environmental Stewardship & Sustainability Office, so be sure to stop by the UW table.

The theme for the fair is “connecting to build lasting relationships for the university”. And that’s exactly the opportunity that the UW community will have. Please [register here](#).

7th Annual UW Supplier Fair

February 20th, 2013 11am - 2pm

The HUB North Ballroom

light refreshments will be served

For more information please contact [Angela Battle](#) at 206-543-0847.

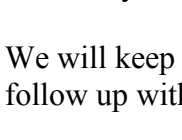


2012 Report to Stakeholders is Now Online

You may have heard of the “**Report to Stakeholders**” website. It was developed last year as an online repository for the Annual Financial Reports dating back to 2000. The website brings the financial report to life with relevant, supporting stories and metrics which are updated with current information and rankings

throughout the year.

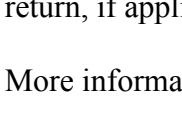
The report itself contains this year’s financial highlights and financial statements, including the UW’s independent auditor’s report. In support of the report, there are metrics, stories, and videos related to our students, research, community impact and sustainability efforts. You can [view the full report](#) on the UW’s Financial Management website.



Wave III Contracting Update: Bus Charter Contracts

A Request for Quote and Qualifications was advertised to the vendor community on January 3rd 2013, bringing us one step closer to having a pool of qualified service providers for your charter and airport shuttle bus needs. Responses from interested suppliers are due to Procurement Services on January 30; if you are interested in participating in the evaluation process, please contact Kassy Ellefson at ellefson@uw.edu.

Reminders

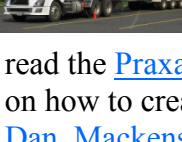


Feedback Needed for UW Contracts Website

In 2011, Procurement Services launched the UW Contracts web page, a portal providing visibility to our contracted suppliers providing UW departments easy search access to our key contracts. A brief survey (approx. 3-5 minutes to complete) was released in December to help identify key areas for website improvement. If you haven’t already participated, we invite you and your colleagues to provide feedback. You can find the survey at <http://f2.washington.edu/fm/ps/node/3189>.

We will keep this survey open until January 25th. We will then analyze the data and follow up with you to let you know what we learned.

And if you haven’t used the [UW Contracts web page](#), we invite you to go online, kick the tires a bit and take it for a test drive, but be sure to let us know what you think.



Changes to 1099 Reporting Process for Tax Year 2013

Effective January 1st, 2013, all payments made to 1099 reportable suppliers, including travel expenses, will be captured and reported on Form 1099 MISC. The University of Washington will no longer be removing associated expenses from the 1099 forms that are issued. Suppliers will be responsible for deducting associated business expenses on their tax return, if applicable.

More information is available online. Read the [full story here](#).

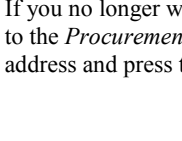
eProcurement Supplier Announcements



Fisher WebReq in eProcurement: What is it?

You can’t find the product or research item you need? Do you keep looking through various eProcurement catalogs? Your time is precious and now there’s an easier, quicker option. Use Fisher’s WebReq in eProcurement. This service allows you to submit a purchase request through Fisher for that hard to find item and Fisher will help you locate the item and have it delivered to your lab.

Read the [Fisher WebReq instructions](#) or contact [Susie Miller](#) at 800-955-6666 x1992103.



Praxair Standing Orders: Action Might Be Required

All Praxair eProcurement standing orders set up prior to May 1, 2012 need to be replaced with new eProcurement standing orders. Please read the [Praxair standing order instructions](#) that provide a step-by-step walkthrough on how to create a new standing order. For support questions please contact [Dan Mackenstadt@Praxair.com](mailto:Dan_Mackenstadt@Praxair.com) or [Gopesh Sharma@Praxair.com](mailto:Gopesh_Sharma@Praxair.com)



CDW-G Quarterly Technology Seminar

The Nuts And Bolts of Doing More with Less for Clients, Servers, and Storage Devices

January 23rd, 2013

11:00 am to 1:00 pm

HUB room 337

For more information, please contact [Wes McKnight](#) at 206-954-8543 or [Anthony Arrienda](#) at 425-736-2389

Green Stuff



How are you doing on Sustainability?

Sustainability Snapshots is your one stop shop to learn about projects on campus related to sustainability and conservation efforts or share what you've done! <http://green.washington.edu/snapshots>

Also, stay tuned for more information on this year’s [Annual Husky Green Awards](#) and start thinking about your nominee!

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

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