



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 apply universally across all UW departments and Medical Centers. Follow your policies as established by your department.

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FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:

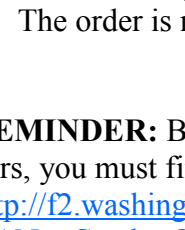
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Headline News

New Policy on PAS Orders that Should Go Through Non-Catalog

Effective November 15th, 2013, All NEW requisitions submitted through the Purchasing and Accounting System (PAS) that could be submitted as eProcurement Non-Catalog Orders will be returned to users for placement in eProcurement. **PLEASE NOTE: The EI number generated by eProcurement is a Purchase Order number (the equivalent of a PAS TReq Number) and can be used as the PO number in all supplier communications.**



What does this mean to campus?

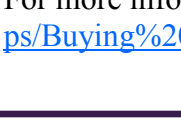
Procurement Services will cancel a new PAS requisition and ask that the user create an eProcurement Non-Catalog Order instead when:

- The order is under \$10,000.
- The items on the order are NOT on the PAS Small Dollar Purchase exceptions list: <http://f2.washington.edu/fm/ps/how-to-buy/purchase-order/under-direct-buy-PAS-exceptions>
- The order requires that a purchase order be sent to the supplier.
- The order is not a standing order (recurring order).

REMINDER: Before users can be granted authorization to create Non-Catalog Orders, you must first review the online training material available at: <http://f2.washington.edu/fm/ps/sites/default/files/training-and-events/GANonCatalogOrdering.pdf>.

After reviewing the training materials you must take an online knowledge assessment and pass with a score of at least 80% (15 of 18 questions correctly answered). Once achieved, you will be signed up in Astra within 2 business days for Non-Catalog Ordering.

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



Phase 1 pilot of Receiving in eProcurement

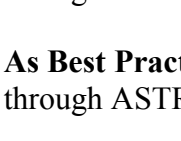
We are currently in our Phase 1 pilot with Receiving in eProcurement. During Phase 1, auto-receiving will be enabled for the entire campus.

You will see a "Receipts" tab on the summary page of EI Orders. You may also receive automatically generated emails regarding the auto-receipt. You have the option to adjust your email notification settings.

During the pilot phase you do not need to take any additional action based on email notifications. Once Phase 2 begins, email notifications may require action on your part, so making a change to your email settings now may require making additional updates later in order to receive these important notifications.

For more information, please see the Receiving website <http://f2.washington.edu/fm/ps/Buying%20Methods/receiving>.

Myth, Reality and Best Practices



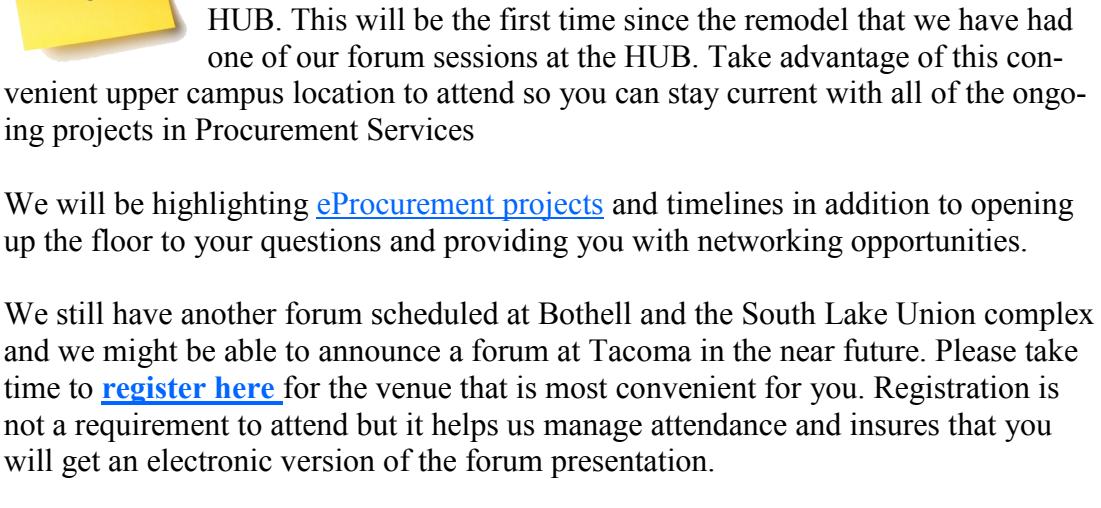
Myth: You have a requisition which has not been approved because your budget or org Approver is out of the office. You think that adding an Ad Hoc Approver as a backup Approver for the budget or organizational Approver who is out of the office will solve the problem. Unfortunately, this is a **myth**.

Reality: The Ad Hoc Approver does not supersede the Approver set up through ASTRA/eProcurement. You are just adding an additional Approver to the Approval Flow. Furthermore, It's important to remember that the eReimbursement and Non-PO Invoice Preparer can't approve their own transactions if they are also set up as Funding and Compliance Approvers. Make sure that the backup Approver is set up through ASTRA for these roles.

As Best Practice, the department should always have a backup Approver(s) set up through ASTRA for all the eProcurement modules.

So, why would you need the Ad Hoc Approver?

If you want your requisition to be seen and approved by somebody in your organization who is not on the Approval Flow, then add this person as an additional Approver. In the example below, there is a budget Approver on budget 143750 for the limit of \$3,000+ set up through ASTRA/eProcurement. Chris Schlotfeldt-Padilla is added as an ad-hoc Approver to the approval flow by the preparer of the transaction who wants the immediate supervisor to approve it in addition to the ASTRA Approvers.



Event Reminder

Procurement Services Fall Forum at the HUB

Do you want to prepare yourself for the coming year? Well then....please plan on attending our forum scheduled next week at the HUB. This will be the first time since the remodel that we have had one of our forum sessions at the HUB. Take advantage of this convenient upper campus location to attend so you can stay current with all of the ongoing projects in Procurement Services

We will be highlighting [eProcurement projects](#) and timelines in addition to opening up the floor to your questions and providing you with networking opportunities.

We still have another forum scheduled at Bothell and the South Lake Union complex and we might be able to announce a forum at Tacoma in the near future. Please take time to [register here](#) for the venue that is most convenient for you. Registration is not a requirement to attend but it helps us manage attendance and insures that you will get an electronic version of the forum presentation.

Remaining Procurement Services Fall Forum Schedule

| Date | Time | Location |
|------------------|-------------|---|
| October 11, 2013 | 10:00-11:30 | UW Bothell Building Rose Room |
| October 16, 2013 | 10:00-11:30 | South Lake Union Orin Smith Auditorium |
| October 23, 2013 | 1:30-3:00 | HUB Room 340 |

If you have any questions please contact [Donna Ickman](#) at 206-685-0448.

eProcurement Updates



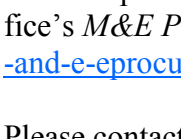
Cell Signaling Hosted Catalog is now Available to Campus

Cell Signaling, a hosted catalog and our 47th, has been activated and is now available to the campus. Founded by research scientists in 1999, Cell Signaling Technology (CST) is a private, family-owned company with over 400 employees worldwide.

Active in the field of applied systems biology research, particularly as it relates to cancer, CST understands the importance of using antibodies with high levels of specificity and lot-to-lot consistency. The same CST scientists who produce their antibodies also provide technical support for customers, helping them design experiments, troubleshoot, and achieve reliable results.

Direct inquiries to CST account manager [Rex Abaya](#) at 360-600-9893.

News from Ebony Office Interiors



The latest edition of Ebony's newsletter is available for your reading pleasure. In this issue you'll find tips for protecting your home during the holidays. [Read it here.](#)

In other Ebony news, this Minority Business Enterprise certified supplier in eProcurement will be featuring their highlighted products and services at the **UW on October 17th in the South Campus Center on the third floor central lobby**. They will start at 10:00 AM and conclude at 3:30 PM on that day. They will demonstrate the Extraction Service, personally fit clients to a Neutral Posture Chair and teach them how to best adjust their own desk chair to minimize the risk injury.

For more information, please contact [Joseph Small](#) at 206-762-1676.

Tax Training

Upcoming Basic Tax Training!



Are you wondering whether your department's purchases should have Sales or Use Tax applied? Making the right determination could help your department save on purchases that do not have tax. Paying the tax could help prevent penalties and interest. Attend the upcoming Basic Tax Training on Sales & Use Tax for a broad overview of Sales & Use Tax on Monday, October 28th from 2:30PM – 3:30 PM.

Topics covered include:

- Broad overview of Retail Sales & Use Tax
- Destination Based Sales Tax
- Available Exemptions and How to Claim Them

To register for the training, please visit the Tax Office webpage at:

<http://f2.washington.edu/fm/tax/home>.

Tax News



Tax Exemption Certificate Required for M&E Purchases

Machinery & Equipment (M&E) tax exemption purchases in eProcurement will require an official Department of Revenue (DOR) Manufacturer's Sales and Use Tax Exemption Certificate (M&E Certificate) be attached to the order.

Effective 11/1/13, Machinery and Equipment (M&E) purchases in eProcurement will require an official DOR M&E Certificate be attached to the order. This will strengthen the University's compliance with DOR requirements.

Detailed procedures of the new process can be found on the Equipment Inventory Office's *M&E Procedure – eProcurement* webpage: <http://f2.washington.edu/fm/eio/m-and-e-e-procurement>.

Please contact EIO at eio@uw.edu or (206) 543-4663 with questions.

Green U News



A Climate of Change: Lessons in Sustainability for Higher Education

We are excited to announce the completion of a collection of articles, [A Climate of Change: Lessons in Sustainability for Higher Education](#). In this collection, we bring together University of Washington leaders who share their thoughts on the advancement of sustainability in higher education. Learn how the UW is tackling some of our world's most complex and critical problems through curriculum, teaching, research and day-to-day living. These articles show how sustainability is in our nature at the University of Washington.



SAVE THE DATE: UW Sustainability Summit, October 23

Exhibitors, Speakers, Videos, Reception and more!

Celebrate and shape sustainability at UW during the 4th annual [Sustainability Summit](#) on October 23, 2013. This year's Summit, themed "A Climate of Change", touts the University's culture of sustainable thinking, research and education.

eNews Subscriptions

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<https://mailman2.u.washington.edu/mailman/listinfo/procurementservicesnews>

If you no longer want to receive our newsletter, you will need to unsubscribe at the same location above by going to the *ProcurementServicesNews Subscribers* section at the bottom of the web page and enter your UW email address and press the *Unsubscribe or edit options* button.

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

If you are having trouble viewing this email you can read it online at: <http://f2.washington.edu/fm/ps/home/communications-and-outreach>

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

PROCUREMENT SERVICES

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