



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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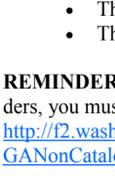
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Headline News



Reminder: 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:

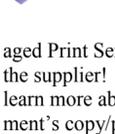
- The order is under \$10,000.
- The items on the order are NOT on the PAS Small Dollar Purchase exceptions list: <http://f2.washington.edu/fm/ps/how-to-buy/purchase-order/under-direct-buy-PAS-exceptions>
- The order requires that a purchase order be sent to the supplier.
- The order is not a standing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

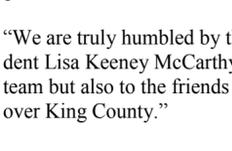


Advantages of Opening New Praxair Standing Orders

Last year, [Praxair](#) made some major enhancements to their website. Among the improved functionalities includes an improved standing order process. To take advantage of this new user friendly process, old standing orders need to be closed and the new type needs to be created. The new Praxair standing order process allows the user to estimate the amount needed for a year instead of putting one in the quantity box which causes manual invoicing exceptions. This new process will also make it easier for departments because there are running totals of what is left on each order instead of the old method which doesn't even look like a standing purchase order.

Use [Praxair's standing order instructions](#) to begin closing old and creating new standing orders, and if you're new to Praxair, here's their [catalog tutorial](#). For more information, please contact [Dan Machenstadt](#) at 206-632-7138

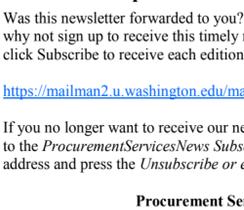
Save a Buck



Stop Wasting Money on Toner Cartridges

Did you know that most organizations have a significant number of obsolete toner cartridges gathering dust in their departments? By transitioning to Managed Print Services (MPS), toner for your devices could be provided and managed by the supplier! Check out the MPS website at <http://f2.washington.edu/mps/home> to learn more about the MPS program and to schedule an assessment of your department's copy/print environment.

Business Diversity News



Keeney's Named King County Small Business of the Year

An eProcurement catalog supplier, [Keeney's Office Supply & Office Interiors](#), has been named Small Business of the Year by King County Executive Dow Constantine. The King County Executive's Small Business Award program recognizes small businesses throughout King County that best demonstrate innovation and excellence.

Keeney's was selected as this year's King County Small Business of the Year from some 130 companies nominated by chambers of commerce, cities and business organizations across the county.

"We are truly humbled by this very special recognition," commented Keeney's President Lisa Keeney McCarthy. "It is a tribute, not only to the outstanding Keeney's team but also to the friends and partners we are so very proud to call customers all over King County."

Earlier this year, Keeney's was also recognized as one of King County's 'Best Workplaces for Waste Prevention and Recycling.' The company was also listed as one of the "Top 50 Greenest Companies in Washington" last year by Seattle Business magazine.

If you'd like more information about this woman owned eProcurement supplier, please contact [Steven Sterne](#) at 425-869-7555.

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