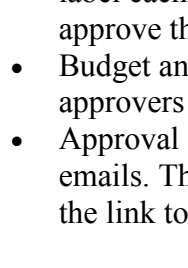




*Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.*

## Headline News



### Non-PO Invoice Enhancements

“Good news! eProcurement [Non-PO Invoice](#) has made some system enhancements to improve the overall user experience. The following changes are now in effect.”

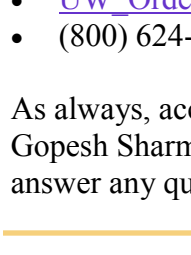
#### Enhancements for Department Use

- **A Title field added which holds 128 characters.** This will help departments label each Non-PO (i.e. by Lab name for easy identification of who should approve the Non-PO Invoice or Purchase Path number)
- Budget and account (object) codes now show on the summary screen and the approvers screen
- Approval emails have been changed to mirror the regular eProcurement emails. The approver can now see more detail in the email, prior to following the link to Approve.

#### Enhancements/Fixes for System Use

- **Remit-to Address now defaults to blank.** This requires departments choose the Remit-To Address as listed on the invoice to ensure payments are delivered to the correct address for the supplier.
- Invoice number field now has a maximum of 15 characters, which matches PAS. This should eliminate PAS rejection delays due to invoice number issues.
- Bug for budget number on sales tax line is now fixed.

Questions? Please contact our customer service at [pschelp@uw.edu](mailto:pschelp@uw.edu) or 543-4500.



### Important Praxair Announcement

In preparation for website improvements, Praxair’s eProcurement portal will be down due to site maintenance at 5:00 PM PST on Friday, May 4<sup>th</sup> 2012 and will be fully functional by 8:00 AM on Monday, May 7<sup>th</sup> 2012.

Additionally, any changes to customer “favorites” will not be accepted from 5:00 PM on Thursday, May 3<sup>rd</sup> 2012 until the site is back up and running on Monday, May 7<sup>th</sup> at 8:00 AM.

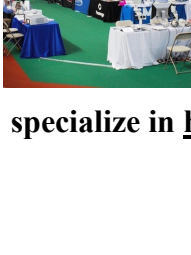
Praxair’s new eProcurement portal will feature many new upgrades including:

- An updated user interface focusing on ease of navigation
- Robust and quick account lookup for order placement
- More streamlined internal budget rollover procedure
- Encumbered amount tracking

If you should have any questions or need assistance while the site is down for maintenance, please feel free to contact:

- [UW\\_Orders@praxair.com](mailto:UW_Orders@praxair.com) for order placement
- (800) 624-7033 for product fill emergencies

As always, account managers Dan Mackenstadt (cell phone: (206) 255-0467) and Gopesh Sharma (Cell Phone: (206) 255-0467) are available to provide support or answer any questions or concerns you may have.



### Strategic Sourcing Projects Close to Completion

Several large strategic sourcing projects, in various commodity areas, were launched at the end of last year by the Project & Sourcing Group in Procurement Services. Now, a couple of the larger and rather eagerly awaited projects are nearing completion, which will result in fresh options for the entire UW campus community.

- Catering (Project team: *Dawn Lake, John Whitney & John Watkins*)
- Hotels (Project team: *Kassy Ellefson & Sophia Meyering*)

As each of these “tasty” or “restful” sourcing projects comes to fruition, a new pre-qualified vendor pool will become available for use. Each pool will offer the campus a wide range of choice along with competitive pricing. Look for the official announcement at the end of the month.

If you’d like more information, please contact Kathryn Harrington at [harringt@uw.edu](mailto:harringt@uw.edu) or 543-5322.

## Event Reminder



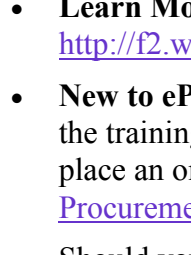
### UW’s Health & Life Sciences Showcase Hosted by The [Business Diversity Program](#) and [Procurement Services](#)

The University of Washington recognizes the importance of supplier diversity in our procurement practices and is committed to strengthening and expanding opportunities. By attending, you will have the opportunity to connect directly with **27 suppliers who specialize in [health & life sciences goods & services](#)**.

**May 9, 2012  
11:00 am to 2:00 pm  
South Campus Center Room 316**

Please register to attend (drop-ins welcomed) by clicking this registration link: <https://catalyst.uw.edu/webq/survey/akbattle/161432>

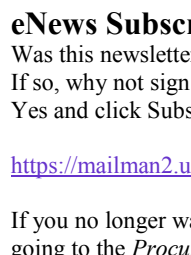
## Save A Buck



### Would You Like to Reduce Your Equipment Maintenance Costs?

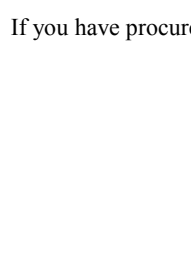
A contract with Specialty Underwriters (SU) is available to campus customers for scientific equipment maintenance. Savings of 15-30% may be realized by converting existing maintenance agreements to a managed time and materials program, **using the same providers** that you currently have under contract. The program has been successfully implemented at many peer institutions.

For more information, contact John Whitney [jbwhit@uw.edu](mailto:jbwhit@uw.edu) or Carla Helm [chelm@uw.edu](mailto:chelm@uw.edu) or check out the following webpage: <http://f2.washington.edu/fm/ps/maintenance/specialty-underwriters>



### Save on IT Costs Too

[CDW-G](#) is pleased to offer the University of Washington with accelerated savings across their catalog of IT hardware, software, and services. You will see incremental savings up to 17% depending on the product. Please review updated pricing on the CDW-G [eProcurement](#) catalog. When searching for products, please use the contract search tool to ensure contract pricing.



### Bio-Rad Genomics Promotion

Be sure to check out the new [Bio-Rad Genomics Promotional flyer](#).

## eProcurement Supplier News



### Roche Diagnostics Launches in eProcurement

[Roche Diagnostics](#) is a life sciences Hosted Catalog with eInvoicing capability and is the 38<sup>th</sup> catalog in eProcurement. Roche’s ‘Personalized Healthcare’ is at the core of their business strategy. Their expanding knowledge and understanding of disease mechanisms combined with molecular biology and technology expertise, are leading Roche Diagnostics to more targeted therapies, and clinically differentiated products.

For more information, please contact Roche Diagnostic’s UW representative, Lisa Yen Nguyen at: [lisa.nguyen@roche.com](mailto:lisa.nguyen@roche.com), (1-800-845-7355 ext. 28028) or Linda Skurdal at: [linda.skurdal@roche.com](mailto:linda.skurdal@roche.com), (425-877-4013).

- **Learn More about the Roche Diagnostics contract at:** <http://f2.washington.edu/fm/ps/how-to-buy/contracts/uw-contracts>
- **New to eProcurement?** Join one of our monthly training sessions. During the training session you’ll learn how to navigate through eProcurement and place an order. You can learn more about the class and register for it on the [Procurement Services Training website](#).
- Should you have questions about eProcurement, please contact [eprocure@uw.edu](mailto:eprocure@uw.edu) or Procurement Customer Service at [pschelp@uw.edu](mailto:pschelp@uw.edu). We’ll be happy to help answer your questions!

## Green Stuff



### Green Options with Keeney’s

[Keeney's](#), a local office supply company in [eProcurement](#) has the slogan "Put us to work for your office." They are more than a supplier of products but also a UW business partner that helps put the most efficient work environments in place. Find out how efficiency and sustainability go hand in hand in this family-owned business by reading the [flyer](#).

### eNews Subscriptions

Was this newsletter forwarded to you? Would you like to subscribe to UW Procurement eNews for yourself? If so, why not sign up to receive this timely newsletter directly by clicking on the provided link below. Select Yes and click Subscribe to receive each edition of this periodically published newsletter.

<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](mailto:pschelp@uw.edu)



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