



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.

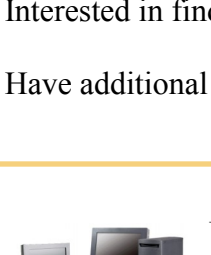
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Headline News



Coming Soon: Payments to Individuals

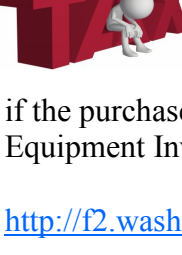
Does your department pay individuals for honoraria, services, awards/prizes, or other one-time payments? Coming this fall to Ariba, departments will have the ability to submit payments to

Non-UW individuals for a variety of payment types. Some of the many benefits to this new process are:

- Paper reduction with the elimination of many check requests, helping the UW reach the state paper reduction goal of 30%
- Safe and secure for personal and confidential information
- Better visibility to department approvals, work flow, and status
- No need to fill out the supplier registration form for one-time payments
- Ariba document retention of six years allows budget reconcilers to always have access to the source documentation

Interested in finding out more? Join us at the Procurement Services fall forum!

Have additional questions? Contact pcshelp@uw.edu.



UW Equipment Information Card (Orange Card) Web Form Now Available!

The Equipment Inventory Office (EIO) has created a web form version of our Equipment Information Card (previously known as an Orange Card). Using this form allows departments to submit equipment information directly to EIO from the web.

<https://f2.washington.edu/fm/eio/equipment-forms/eif>

EIO is transitioning away from the term “Orange Card” and will now refer to this document as the Equipment Information Card. We will continue to accept the non-web form version of the Equipment Information Card through 12/31/13. After that, we request you use the web form version. There may be rare circumstances where the non-web form version will need to be used.

Please contact eio@uw.edu with any questions or concerns.



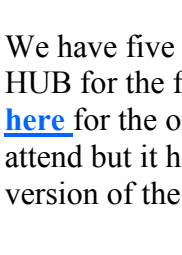
Maintenance Agreements and Warranties – Are they Taxable?

Maintenance agreements and warranties should always be taxed, even if the purchase they are related to is tax exempt. For more information, please see the Equipment Inventory Office’s web sites:

<http://f2.washington.edu/fm/eio/equipment-maintaining-equipment>

<http://f2.washington.edu/fm/eio/m-and-e-unique-situations>

Contact EIO at eio@uw.edu with questions.

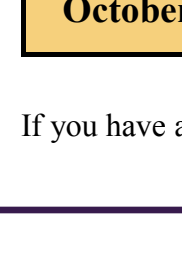


New Payment Method Available from Banking & Accounting Operations

Banking & Accounting Operations now offers a gift card and a one-time prepaid cash card that can be used for various business purposes, like paying research study participants. For more information, please go to our [website](#) and click on the link for Tango Card or US Bank Cash Card located in the left side navigation menu.

<http://f2.washington.edu/fm/bao/>

Event Announcement



Save the Date: Procurement Services Fall Forums

Do you want to prepare yourself for the coming year? Well then...please plan on attending one of our fall forums coming this October. With so many ongoing projects in Procurement Services, you need to attend one of these forums to stay current with new purchasing processes and to get a heads-up in what’s coming in the near future.

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 have five forums scheduled at this time at five different locations including the HUB for the first time since its remodel (see below). Please take time to [register here](#) for the one 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.

Procurement Services Fall Forum Schedule

Date	Time	Location
October 8, 2013	2:30-4:00	William H Foege Auditorium S060
October 9, 2013	1:30-3:00	UW Tower Auditorium
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 Supplier News

Bank & Office, Barclay Dean Join as OpenSquare

One of eProcurement’s Office Furniture Dealerships Announces New Brand Name

Bank & Office Interiors and Barclay Dean Environments are pleased to announce their new official business name, OpenSquare, and company slogan, “Your workspace. Your workstyle.”

OpenSquare offers integrated services, inspired workplace solutions and high-quality office furniture supporting diverse work styles for a wide variety of businesses across the Pacific Northwest.

For more information, please contact [Sherry Napier](#) at 206-768-7881

Business Diversity Event



Announcing UW Business Diversity Program’s 6th Annual Catering Event

This annual event provides you an opportunity to network with local, small & diverse caterers, learn about their services, and sample their most popular cuisine. If you or your department purchases catering, you're not going to want to miss out on this free event!

When: Thursday, October 3, 2013

Time: 11:30 AM - 1:30PM

Location: UW Seattle Campus

The HUB South Ball Room

Please register here:

<https://catalyst.uw.edu/webq/survey/akbattle/208338>

Questions? Please contact:

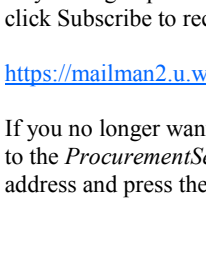
Angela Battle

Business Diversity Program Manager

akbattle@uw.edu

(206) 543-0847

Green U News



Does your workplace have a Green Team?

The ESS office wants to hear your thoughts on improving the environmental sustainability of campus workplaces. Find a Green Team in your area, or learn how to start one, at <http://green.washington.edu/engage/uw-green-teams> or email oess@uw.edu.

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

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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: pcshelp@uw.edu



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