



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.

In This Issue

- **Coming Soon! eProcurement Receiving**
- **You asked for it – You’ll soon have it!**
- **Coming in November: Payments to Individuals**
- **Clontech Laboratories Launches eProcurement Catalog**
- **Did you know?**
- **Reminder to campus**
- **M&E Purchases No Longer Allowed for Non-PO Invoice & eReimbursement**
- **Announcing UW DellTECH Series**
- **UW Launches Sustainability Map**

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Headline News

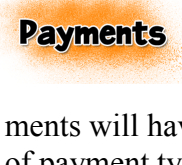
RECEIVING Coming Soon! eProcurement Receiving

When fully implemented, the new receiving functionality in eProcurement will provide campus users with a mechanism to ensure that items on eProcurement orders are received and in good condition before the invoices are paid.

The eProcurement Receiving rollout to campus is being done in phases. It is important to note that there is no additional action to be taken on campus orders during the first phase of this rollout.

For more information, please see our website and come to the Procurement Services forums in October.

Receiving Website- <http://f2.washington.edu/fm/ps/receiving>
Procurement Services Forum schedule- <http://f2.washington.edu/fm/ps/training-events/forums>



You asked for it – You’ll soon have it!

Procurement Services receives feedback every day that it is not easy for campus to get information about our UW suppliers. We are currently developing a **Supplier Search tool for campus**. With this new report in Procurement Desktop Reports (PDR), campus will soon be able to view whether a supplier is part of our current vendor list and ready to accept UW orders and receive payments, along with other supplier information, such as whether the supplier is one of our:

- eProcurement suppliers
- Catalog suppliers
- Contract suppliers
- Ariba Network suppliers
- Electronic Payment supplier

To find out more, come to the [Fall Forums](#) in October!

Payments

Coming in November: Payments to Individuals

Does your department currently use check requests to pay individuals for honoraria, awards/prizes, etc.? Coming this fall to Ariba, departments will have the ability to submit payments to Non-UW individuals for a variety of payment types, replacing much of the current check request process. Some of the many benefits to this new procedure are:

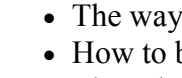
- Paper reduction with the elimination of many check request forms, helping the UW reach the state paper reduction goal of 30%
- Encrypted tax ID number for security purposes
- Information is more secure than the traditional check request process sent through mail or email
- Better visibility to department approvals, work flow, and status
- Supplier registration form not required
- Ariba document retention of six years allows budget reconcilers to always have access to the source documentation

*Note that where applicable, the Direct Buy Limit and Purchasing Policies apply.

Interested in finding out more? Join us at the Procurement Services fall forum or see our [Payments to Individuals introduction web page!](#)

Have additional questions? Contact pcshelp@uw.edu.

eProcurement Supplier News



Clontech Laboratories Launches eProcurement Catalog

With the launch of Clontech’s punch-out catalog, it brings the total number of catalogs in eProcurement to 46. Clontech Laboratories provides kits, reagents, and services that help researchers explore questions about gene discovery, regulation, and function. Clontech is committed to understanding and meeting the quality needs and expectations of all of our customers. Clontech’s mission is to develop high-quality innovative tools and services to accelerate discovery.

For more information, please contact [Bryan Bell](#) at 800-622-2566 x7792.



Announcing UW DellTECH Series

Dell Security – From the Endpoint to the Network

Please come join this seminar as Dell introduces its security strategy. Learn how Dell technologies can better protect users and data.

This will be an open discussion on how Dell solutions can help transform your IT environment:

- Dell’s End Point technology
- The way hackers are attacking and what a crimeware organization looks like
- How to better defend your servers and users with data in motion tools
- The role Identity can play on the network and how Identity is the new perimeter
- How to securely enable BOYD
- Dell’s strategy for protecting the cloud

When: Wednesday, October 2nd
Agenda: 9:45: Registration
10:00am–12:00pm
12:00pm: Meeting wrap up

Where: UW HUB Room 332

Please RSVP at:
<http://events.constantcontact.com/register/event?oeidk=a07e869z7u0fa9ac814>

Did You Know?



Helpful ‘Ship To Address’ Guidance

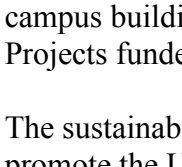
Procurement Customer Service receives calls from delivery companies daily trying to locate where a package should be delivered.

- For online orders through the **eProcurement** System, be sure your ‘Ship To Address’ is up to date.
 - ⇒ To make changes, follow the step by step instructions at: http://www.washington.edu/admin/stores/eprocurement/documentation/eProcurement_Profile_Setup_C_Ver9r1.pdf
- This link also has the instructions for changing your default Budget Number if that is needed. When you get to step 9, the **Field** box defaults to **Name**, but for an easier search, change it to **Street**, type in the first part of your street address in the empty box and click the **Search** button.

- For **ProCard** and **Non-eProcurement** orders be sure to give the Supplier the following information so they can find you:
 - ⇒ Name and phone number of person expecting the delivery
 - ⇒ Street address
 - ⇒ Building Name, Lab location and room number
 - ⇒ Department Name

The more delivery information given, the easier it will be for the delivery company to locate where you want purchases to be delivered.

A Reminder

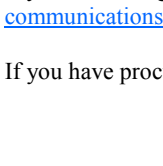


Using Object Code 03-62

Object code 03-62 should **ONLY** be used for subcontracts handled by the Office of Sponsored Programs (OSP). Orders received in Purchasing coded 03-62 will be referred to OSP for review. If OSP determines the order should be handled by Purchasing, the object code will be changed to 03-69.

Questions? Please contact OSP’s [Debbie Emerson-Carter](#) at 206-543-5823

Equipment & Inventory Announcement



M&E Purchases Will No Longer be allowed for Non-PO Invoice & eReimbursement

Effective November 1st 2013, Machinery and Equipment (M&E) purchases will not be allowed in the Non-PO Invoice or eReimbursement modules of Ariba. Although M&E codes will still be visible in these modules, they should not be selected. If M&E codes are used, the order will be rejected to the department by the Equipment Inventory Office. Departments will have to create a new Non-PO Invoice and e-Reimbursement request.

Eventually, M&E codes will be completely removed from the Non-PO Invoice and eReimbursement modules of Ariba. However, due to programming efforts and competing priorities, this will be a future phase.

Why?

M&E purchases require pre-approval. A vendor should not allow an M&E purchase to be made without the M&E certificate presented up front. Since both the Non-PO and eReimbursement modules are “post purchase” payment methods, pre-approval is not available. By allowing these types of purchases to qualify as M&E, we are jeopardizing the University’s ability to participate in the M&E Tax Exemption Program.

Best Practice for M&E Orders

Use eProcurement Catalog or Non-Catalog modules of Ariba for your M&E purchases.

Questions? Please contact eio@uw.edu.

Green U News



UW Launches Sustainability Map

Environmental Stewardship & Sustainability is pleased to announce the launch of the new UW Sustainability Map—a web-based application showing the locations of over 25 types of sustainability resources.

The map combines the location of sustainable resources on campus into one tool. Features highlighted by the map include solar panels, green roofs, bus stops, compost collection, and much more. Users can see the sustainable resources provided in each campus building, along with a description, images and link for each resource. Projects funded by the student-led Campus Sustainability Fund are also highlighted.

The sustainability map joins a variety of user-friendly tools that ESS provides to help promote the University’s mission of sustainability education and action. Nearly two years in the making, the map represents collaboration between campus sustainability partners and students from a variety of programs and disciplines.

Check out the new [Sustainability Map](#). Also, let us know if there is other information you think should be included.

eNews Subscriptions

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

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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

