



*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.**

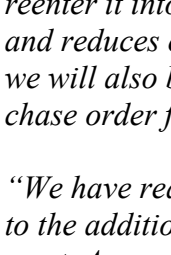
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**FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:**  
[UW CONTRACTS](#)

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**Headline News**



**Piloting eProcurement Projects Have Positive Results**

Procurement Services mode of operation in developing new electronic procurement solutions is in partnership with the campus. Beginning with inclusion on a process improvement, to piloting the improved procedure, campus departments actively assist in the development of the procurement tools they will eventually use.

**Cheryl Deboise**, Director of Accounting Operations for UW Information Technology recently volunteered her work unit to pilot an eProcurement project. Here's what she had to say about that experience.

*"In terms of the eProcurement project, we are seeing tremendous results as we pilot the new functionality. As you know, we have been relying heavily on the Purchase Path system for approval routing and receiving. As we have begun piloting the Ariba enhancements we are very excited about the efficiencies we are gaining (with more to come). Every time a UW-IT staff person keys an order into Purchase Path we have to reenter it into either PAS or Ariba, so just shifting to Ariba cuts data entry by half and reduces errors. With purchasing, receiving and invoicing all moving into Ariba we will also be eliminating the printing of all of these records, creation of paper purchase order folders and matching and filing of all these records."*

*"We have really enjoyed working with the Ariba enhancement team and look forward to the additional improvements with added approval levels, and contract management. As we finish implementing the new functionality and shut-down our department use of Purchase Path, we would be happy to share our experience with other campus departments if that is helpful."*

*"Thanks to the team for all the hard work on this project!"*

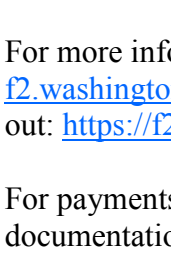


**PaymentNet4 Migration is Coming Soon**

It is getting closer to the Paymentnet4 migration date. UW Card Services Staff (ProCard & CTA) is preparing to send more information about the migration and training materials to ensure a smooth transition from legacy PaymentNet to PaymentNet4.

Customized training will be available soon, but we encourage all ProCard users to view the available training provided by JPMorgan Chase to get familiar with the new user interface. Some of the features shown in the JPMC training may or may not be present on our UW customized user interface.

Training link: <https://f2.washington.edu/fm/ps/how-to-buy/procard/pnet4-cardtraining>



**New Paper Check Policy Now in Effect**

As of January 1st, 2014, all paper check requests that can be submitted through the Payment to Individual (P2I) module will be returned to the department to be entered into the P2I system in Ariba. The check requests that should go through this module are the following types:

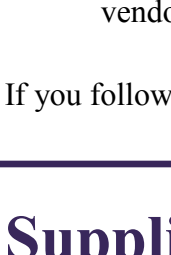
- Awards/Prizes
- Associated Expenses (honoraria related services should go through eTravel; employee expenses should go through eReimbursements)
- Honoraria payments to individuals
- Non-UW Scholarships
- Performers
- Royalties

Services (subject to direct buy limit and current purchasing policies)  
When it comes to requesting a check in advance, please do not submit a P2I prior to 2 weeks before the service/lecture date.

For more information about P2I, including best practices, visit <http://f2.washington.edu/fm/ps/how-to-pay/individuals>. Interested in P2I training? Check out: <https://f2.washington.edu/fm/ps/training-events/independent-study/p2i>

For payments that do not meet the service types above, check requests and supporting documentation will continue to be accepted by the Payman Team.

**Procurement Tips & Tricks**



**How to Cancel AND Close eProcurement Orders**

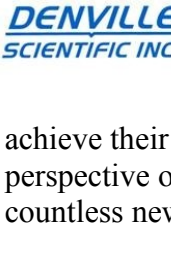
**Myth:** You have canceled an eProcurement order with the vendor and think that you are done.

**Truth:** You are not done! There are a few steps that must be completed to cancel the order with the vendor and close it in Ariba:

1. Cancel the order with the vendor
  - Best Practice: Note the name of the person you are cancelling the order with and any confirmation number they give you.
2. Add a comment in the Comments – Entire Order area of the entire eProcurement purchase order (EI#).  
Please include:
  - Order canceled on [enter date] with [vendor representative contact information]
  - Due to [enter the reason for the cancelation of the order]
  - Replaced with [enter the PO# for your new eProcurement order, if applicable]
3. Email [PCShelp@uw.edu](mailto:PCShelp@uw.edu) to request that your **fully** canceled order with the vendor be **closed** in eProcurement.

If you follow all the steps listed above, you are **Done**.

**Supplier Spotlight**



**Hotels Contracts Available in UW Contracts**

**Hotel Spotlight: Silver Cloud Inn Lake Union**

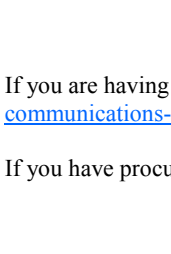
Whether you need lodging for a guest speaker or seminar meeting space, the Silver Cloud at Lake Union is pleased to offer the University of Washington the following preferred rates for single/double occupancy for all guestroom types through the end of 2014.

Guest Room Type	Jan-Mar	Apr-May	Jun-Sep	Oct-Dec
King or Double Queen	\$129.00	\$149.00	\$189.00	\$129.00
King View or Double Queen View	\$149.00	\$169.00	\$209.00	\$149.00
King Jacuzzi	\$149.00	\$169.00	\$209.00	\$149.00
Suite	\$149.00	\$169.00	\$209.00	\$149.00
Suite View	\$179.00	\$199.00	\$239.00	\$179.00

More information can be found at [UW Contracts](#) or the Silver Cloud website: <http://www.silvercloud.com/seattlelakeunion>

**eProcurement Updates**

**Denville Scientific: Newest Life Science Supplier in eProcurement**



Denville Scientific is a hosted catalog in eProcurement. Denville develops life science products and solutions to help their customers achieve their goals by providing life science equipment and consumables. Customer perspective on life science tools and techniques has been a key factor in the design of countless new products.

Go to [eProcurement](#) to review the catalog or get more information about [Denville](#) by going to [UW Contracts](#).

**Reminders**



**Traditional 40 & 60 watt incandescent bulbs banned effective January 1, 2014**

Did you know that starting January 1 it will become illegal for American businesses to either manufacture or import incandescent bulbs? Office Depot has alternatives for you including LED bulbs, compact fluorescent bulbs (CFL), and halogen bulbs. Of the three types, LED bulbs are the most energy efficient and economical. Click [HERE](#) to see a list and learn more about LED bulbs that are available through Office Depot. You can also view them on the Office Depot site in eProcurement under "Shopping List."

Any questions, please reach out to [Scott Komine](mailto:Scott.Komine) at 206-685-3556.

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