



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.

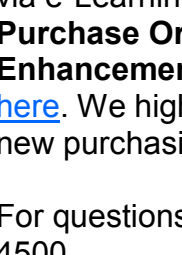
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Headline News



New Procurement Policy Goes into Effect on December 15th

PLEASE NOTE: Starting December 15th 2014, NEW PAS requisitions over \$10K will be returned to your department for re-submittal via the eProcurement (Ariba) system. Some of the exception items will remain in PAS until new enhancements are implemented, please see the [exception list](#) for more details.

The **Non-catalog over \$10k** and **Blanket Purchase Order (BPO)** modules are now ready to use for new requests. We have already developed training via e-Learning [here](#), the trainings are titled **“Preview of Creating a Blanket Purchase Order Enhancement”** and **“Preview of Non-Catalog Ordering Enhancements.”** Scheduled classroom trainings can also be found [here](#). We highly encourage you to review and familiarize yourself with the new purchasing enhancements/modules with the training provided.

For questions, please contact [Procurement Customer Service](#) at 206-543-4500.

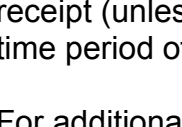


New Fees for ACH and Wire Transactions

Effective November 21st, we are charging lower fees for ACH and wire transactions processed in B&AO and AP. Effective immediately, this is the new pricing for ACH and wire transactions for UW campus departments:

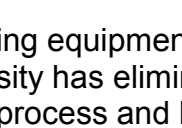
- International Wires: \$15.00
- Domestic Wires: \$5.00
- ACH transactions (B&AO only): \$0.00

For Accounts Payable questions go to: <https://f2.washington.edu/fm/ps/how-to-pay/wire-payments>. For B&AO questions, please email wrrqst@uw.edu



Managed Print Services Offers a Better Solution

“Before you consider purchasing *another* desktop printer, please contact the MPS team at uwmps@uw.edu. We have a better solution that doesn't involve the purchase of equipment, and can save you time and money!”



Tagging Requirement Change

Effective 12/1/14, the Equipment Inventory Office's (EIO) time frame for tagging inventorial equipment has been updated. This update is necessary in order to tag equipment both accurately and timely. Tagging must now be completed “within 3-7 days after receipt (unless prior arrangements are made with EIO)” instead of the prior time period of “within 24 hours.”

For additional information related to Equipment Tagging, please see EIO's [Equipment Tagging – Procedure](#) web page: <https://f2.washington.edu/fm/eio/equipment-tagging-procedure>. Please contact EIO at eio@uw.edu with any questions.



M&E Threshold Change

Effective 1/1/15, the Machinery & Equipment (M&E) Exemption threshold will decrease from its current \$1,000 per qualifying equipment item down to \$200 per qualifying equipment item. The University has eliminated a significant amount of the manual work related to this process and has determined that it is beneficial to the University as a whole to lower the threshold.

For additional information related to the M&E Exemption, please see EIO's [Machinery and Equipment \(M&E\) Exemption Sales Tax Exemption](#) web page: <http://f2.washington.edu/fm/eio/machinery-and-equipment>. Please contact EIO at eio@uw.edu with any questions.

Event Reminder



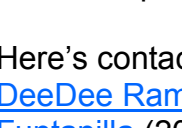
Final Fall Forum at UW Tower Next Week

We still have one more forum presentation on the Seattle campus at the **UW Tower on December 10th at 1:00 PM** that you can [register for right here](#). Registration is not a requirement to attend but it helps us manage attendance.

The Purchasing side of PAS is retiring at the end of this year. To assist with your final preparations for this, please plan on attending one of Procurement Services Fall Forums. We will provide the latest news on new purchasing eProcurement (Ariba) methods and those that are in the final stages of development. We will highlight eProcurement projects and timelines in addition to opening up the floor to your questions and providing you with networking opportunities.

If you have any questions please contact [Donna Ickman](#) at 206-685-0448.

Procurement Tips & Tricks



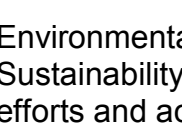
I cannot select or find my preferred supplier. Where can I get help?

If you cannot select or find your preferred supplier, please visit the [Ariba Buying Portal](#). There are links to common questions and requests in its Help section.

What is an Ariba Blanket Purchase Order?

An Ariba Blanket Purchase Order (BPO) is an agreement to spend a specific amount of money with a supplier over a period of time. It may or may not specify the items or services you are going to purchase. Click [here for more information](#).

eProcurement Supplier Update



UW's Dell Contract Team is Changing

Brett Hansen has been promoted as the new Dell Account Executive supporting all lines of business for Dell. Brett has been with Dell for nine years and spent the last 4 years as an Enterprise Solutions Specialist for the UW Dell team where he specialized in a wide range of Data Center Solutions.

Michael Clegg has rejoined the UW Dell team as Enterprise Solutions Specialist and brings years of experience supporting UW's data center solutions. DeeDee Ramirez still leads the inside resources from Corporate headquarters, while Apostol Funtanilla is the Pacific Northwest field based End User Computing Specialist.

Here's contact information for UW's dell team: [Brett Hansen](mailto:Brett.Hansen@uw.edu) (425-818-5252), [DeeDee Ramirez](mailto:DeeDee.Ramirez@uw.edu) (512-513-6970), [Michael Clegg](mailto:Michael.Clegg@uw.edu) (509-637-0019), [Apostol Funtanilla](mailto:Apostol.Funtanilla@uw.edu) (206-225-0974).

Tax Training



Independent Contractor vs. Employee Online Tax Training

The Tax Office now offers the Independent Contractor vs. Employee training online. Those interested can register to take this half-hour class at <https://f2.washington.edu/fm/tax/training/contractor-vs-employee>.

Green U News



2014 UW Sustainability Report Released

The University of Washington Environmental Stewardship and Sustainability (ESS) office has produced its latest report highlighting key achievements in UW sustainability. The Environmental Stewardship Committee and Environmental Stewardship and Sustainability office are featured, as well as UW's sustainability awards, efforts and achievements.

The report includes a timeline of UW's sustainability efforts dating back more than a century, along with recent innovations. Learn about the state of sustainability at the University of Washington by reading the ESS [2014 Sustainability Report](#).

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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 sending 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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