



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.

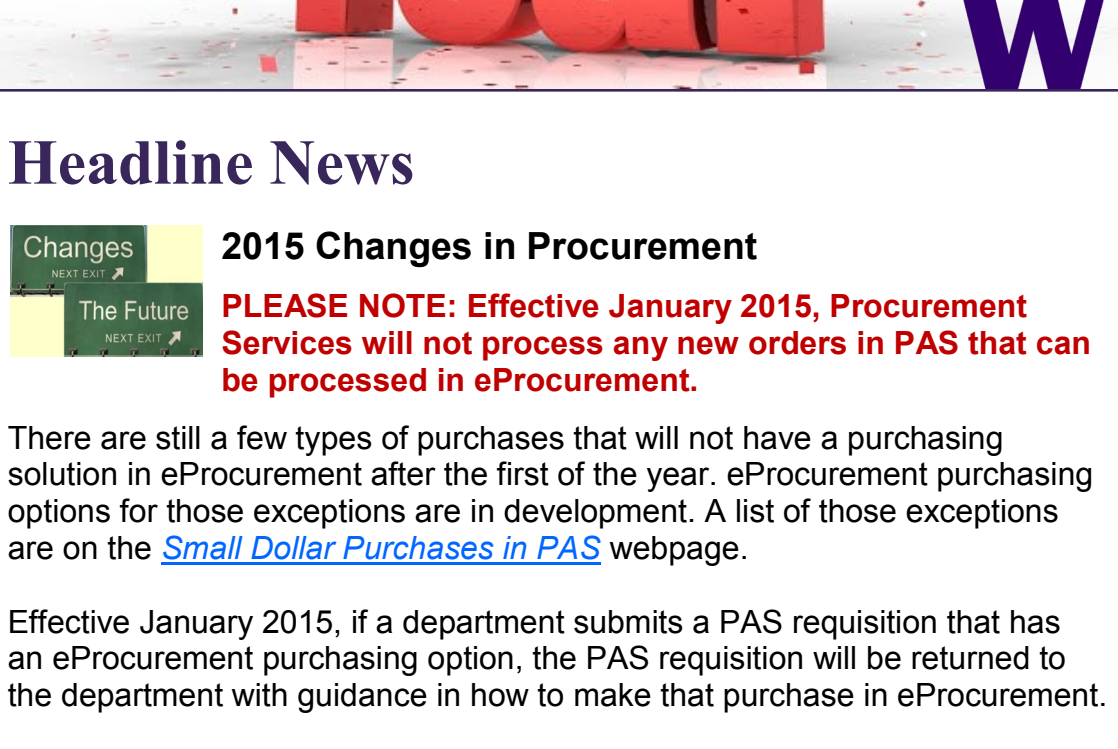
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## Headline News



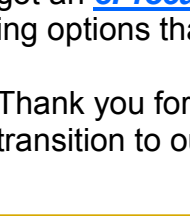
### 2015 Changes in Procurement

**PLEASE NOTE: Effective January 2015, Procurement Services will not process any new orders in PAS that can be processed in eProcurement.**

There are still a few types of purchases that will not have a purchasing solution in eProcurement after the first of the year. eProcurement purchasing options for those exceptions are in development. A list of those exceptions are on the [Small Dollar Purchases in PAS](#) webpage.

Effective January 2015, if a department submits a PAS requisition that has an eProcurement purchasing option, the PAS requisition will be returned to the department with guidance in how to make that purchase in eProcurement.

Questions? Please contact Procurement Customer Service at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or 206-543-4500.



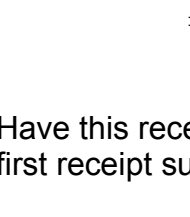
### 2014 Procurement in Review

We've done so much together to change the face of purchasing at the UW. With our campus partners guiding the procurement enhancements, Procurement Services has been implementing new eProcurement purchasing processes at a rapid pace throughout 2014 in order to retire all PAS purchasing functions. We're almost ready to retire the purchasing side of PAS, but we won't put PAS out to pasture until every purchasing need or requirement has a solution.

From the beginning, our ultimate goal was to transition all purchasing from the very manual PAS legacy system to the more efficient eProcurement electronic system, thereby reducing campus processing costs to a "world class" standard. Starting with 3 eProcurement catalogs back in 2004, we've implemented eProcurement modules to handle just about every type of purchase that occurs at the UW. Solutions to the remaining few types of purchases not currently possible in eProcurement are in development and will be ready for the campus in the next couple of months.

In addition to our ever expanding catalog selection, which we recommend as your first purchasing option, over the last couple of years we've implemented [Non-PO Invoice](#), [Non-Catalog](#), [eReimbursement](#), [Payments to Individuals \(P2I\)](#) and most recently [Blanket Purchase Orders \(BPO\)](#) as well as other eProcurement processes making it more efficient and cost effective for the University. And to make these options clearer in how to use them, we've got an [eProcurement Quick Reference Guide](#) to assist you, along with training options that fit different learning styles in our [Training & Events](#) webpage.

Thank you for being an integral part in making this journey a successful transition to our new and improved eProcurement processes.

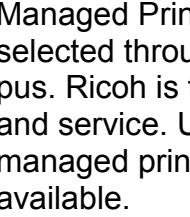


### Contact Facilities Services before Remodeling!

The UW Facilities Services department is responsible for on campus space modifications, maintenance, custodial and engineering services and alterations including painting, electrical and plumbing related work. Requests for these services should be submitted to Facilities Services via [FS-WORKS](#). If University resources are not available to complete the work, Facilities Services (206-685-1411) must approve the use of outside contractors.

The University's contracts with various trades unions provide our employees at Facilities Services with a right of first refusal on these projects. Contracting out projects within Facilities Services' purview can result in a contractual obligation to pay twice for the same project, and can create significant labor and compliance issues for the University.

## Procurement Tips & Tricks



### What is the process of getting my Open Balance closed in Ariba?

Make sure the order is no longer valid with the supplier, contact them to cancel the order. Once cancelled with the supplier, enter a comment on the order that the order is now closed and if possible, who you spoke with at the company. Then complete the Change/Close Order Form with your request to have the order closed.



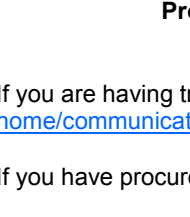
### What do I do if I created a duplicate receipt?

If you submitted a duplicate receipt in Ariba that you do not want to keep, you can submit a new receipt to reverse it.

1. First, have the Approver approve the receipt submitted in error.
2. Second, you will create another receipt
  - ⇒ if you created the first receipt by amount, create the second receipt as a negative amount
  - ⇒ if you created the first receipt by quantity, create the second receipt as a negative quantity

Have this receipt approved as well. Doing so will zero out the amount of the first receipt submitted in error.

Questions? Contact PCS Help at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or 206-543-4500.



### Can I pay more than one invoice on a single Non-PO?

No. When we send payment to the supplier for your Non-PO Invoice, the information they are provided from your Non-PO is the invoice number, dollar amount and any remittance notes you have added. Because the invoice number only allows for 15 characters, there is generally not enough room to enter multiple invoice numbers in the space. Also, without the proper invoice number, the supplier will not know where to apply your payment.

## Procurement Reminder



### Thinking About Managed Print Services?

Managed Print Services (MPS) is the consolidation and management of an organization's copier and printer needs under a unified program, with equipment and service provided by an outside supplier, in our case, Ricoh. Ricoh owns and manages the equipment and provides the supplies, eliminating the need for the University to purchase or lease printers and copiers. Ricoh meets with each department to conduct an [assessment](#) to best determine the department needs.

Managed Print Services is recognized as a best business practice. Ricoh was selected through a competitive bid process involving users from across campus. Ricoh is the University's *preferred* supplier, providing excellent pricing and service. UW has entered into a four-year contract with Ricoh to provide managed print services, with three additional, two-year contract renewals available.

If you are interested in enrolling in MPS, go to the [Get Started](#) tab to sign up, or if you have questions, send an e-mail request to [uwmps@uw.edu](mailto:uwmps@uw.edu).

## Save the Date



### 9th Annual UW Supplier Fair

The UW Business Diversity Program and Procurement Services are co-hosting the 9th Annual Supplier Fair on Wednesday February 25th, 2015 from 11am to 2pm in the HUB's ballrooms. Don't miss out on this opportunity to meet with Small, Local, Diverse, eProcurement and other UW Contracted suppliers for up to date information, products and samples.

A formal invitation will be sent in January 2015.

Questions? Please contact [UW Business Diversity Program](#) today.

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