



UW Procurement eNews

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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.

In This Issue

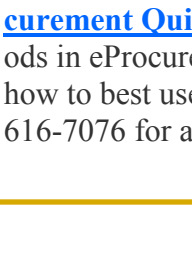
- **PAS Purchasing Functionality is going away in January 2015**
- **Ariba Blanket Purchase Order Update**
- **A Couple of ProCard Tips**
- **Viewing Open Balances in MyFD**
- **Office Depot News & Events**

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Headline News

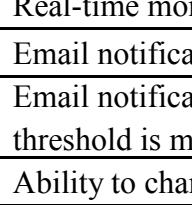


PAS Purchasing Functionality is going away in January 2015

You may have noticed recently that we have been emphasizing the retirement of all purchasing functionality in our legacy Purchasing & Accounts Payable System (PAS). We want to be clear in our communications going forward, that PAS purchasing and payment functions will be shut down, effective January 2015. It should be noted however, that PAS will continue to handle Accounts Payable & Vendor Management responsibilities.

Procurement Services has been busy replacing all PAS purchasing functions with modern, electronic purchasing solutions in eProcurement (Ariba). These solutions to date has cut the Universities processing costs by over 50%, from 3.46% per dollar spent in 2010 to 1.6% in 2014.

For more information, please see the [eProcurement Module Comparison](#) and [eProcurement Quick Reference](#) guides to review the new purchasing and payment methods in eProcurement (Ariba). And if you would like some hands on consultation in how to best use our new purchasing methods, please contact [David Wright](#) at 206-616-7076 for a departmental outreach.



Ariba Blanket Purchase Order Update

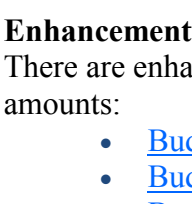
Procurement Services buyers have started moving existing PAS open and standing orders into the Ariba Blanket Purchase Order (BPO) module. Orders must be moved out of PAS and into an [Ariba module](#) prior to the PAS shut-down date of 1/1/15. Procurement Services' goal is to move all existing orders by the end of October.

How can departments help? Take a few minutes to review your existing open orders and let your Buyer in Purchasing know which ones should be closed.

Reminder: Receiving is required for every invoice on a BPO order. [Receiving](#) provides the department an opportunity to review and approve or reject invoices. A step-by-step guide for BPO invoice receiving is available here: <http://f2.washington.edu/fm/ps/how-to-buy/AribaBlanketPurchaseOrders>.

Comparison Chart: BPO and PAS	BPO	PAS
Real-time monitoring of spend	X	
Email notification prior to expiration date	X	
Email notification when a pre-set low balance threshold is met	X	
Ability to change budgets	X	X
Ability to change spend allocation on budgets	X	
Ability to change percentage allocation on budgets	X	
Ability to add or remove a budget	X	
Ability to add or decrease funds on order	X	X
Ability to review and approve all invoices	X	Only invoices over 10K
Credits are automatically added back to order balance	X	Buyer must manually re-encumber the order
Ongoing support	X	UWIT will stop supporting PAS 1/1/15

A Couple of ProCard Tips



How to look up my available balance

To look up your available balance in PaymentNet you will need to click on your profile located near the top right hand corner in PaymentNet. Then click on "Account" and you will just need to click on the last 4 digits of your account when it is displayed. The next screen will show your current available balance.

Mass Update Help

Here is the link for instructions in running a mass update: https://www.paymentnet.ipmorgan.com/help/PaymentNet4.html#0_AboutPages/Transactions/Manage/Transaction.htm.

Please contact the ProCard office at 543-5252 or email procard@uw.edu if you have any questions.

A Reminder



Viewing Open Balances in MyFD

Have you started using the enhanced functionality in MyFD and the eProcurement (Ariba) reports that allows users to track remaining eProcurement (Ariba) open balances? If not, you should check it out.

The open balances are outstanding commitments on a budget for purchase orders or contracts placed through the Ariba system.

Enhancements in MyFinancial.desktop

There are enhancements to four reports in MyFD to track these Open Balance amounts:

- [Budget List](#)
- [Budget Summary](#)
- [Budget Worksheet](#)
- [Encumbrances and Open Balances](#) (formerly Current Encumbrances)

For more information about these changes in MyFD please see our project update webpage at: <https://f2.washington.edu/fm/myfd/projectupdate>. Specific information about each enhanced report is available by clicking on the linked report names above.

Enhancements in Ariba Reports

There is also a new Open Balance Details by Budget report in Ariba for tracking these remaining open balances. This new report will be updated nightly and include data from the previous day (other Ariba reports include live data). To find this report, go to: eProcurement → Manage → Reports → Orders → Open Balance Details by Budget.

For more information about how to run reports in Ariba, please see our How-To-Guide for **Running Reports in Ariba** at: <http://f2.washington.edu/fm/ps/training-events/independent-study>.

For any questions, please contact myfdhelp@uw.edu or pcshelp@uw.edu.

eProcurement Supplier News



Office Depot News & Events

Office Depot publishes quarterly newsletters that include purchasing tips while also highlighting their sustainable products and services. Check out the [spring newsletter here](#).

In addition to the newsletter, you might want to attend Office Depot's Supplier Show. The show is scheduled at a couple of different venues on **Friday, May 23rd**. The first one is scheduled in the main lobby of Health Sciences from 10-12pm, and a little later at the UW Tower Cafeteria from 1:30-3:00. Office Depot will have over 10 of their suppliers participating. There will be door prizes to give away, and they'll be featuring a Keurig coffee brewer demo.

Read the [supplier show flyer](#) for more information, or please contact [Scott Komine](#) at 206-685-3556 or [Cindy Tsuei](#) 253-872-1711.

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

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Procurement Services is a Division of Financial Management within University of Washington's Finance & Facilities

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If you have procurement related questions please email: pcshelp@uw.edu

