



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.

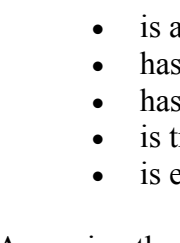
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Headline News



New Procurement Desktop Report (PDR) - Supplier Search!

Procurement Services receives feedback every day that it is not easy for campus to get information about our UW suppliers. A new Procurement Desktop Report (PDR) has been developed by the Procurement Services IT and PCS teams called the Supplier Search report to bring more transparency to the supplier onboarding process as well as helpful insight to the UW supplier database in general.

The Supplier Search PDR allows you to search by the supplier name, starting letter of the supplier name or the six-digit supplier (vendor) number.

This new Supplier Search PDR will allow you to view if 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:

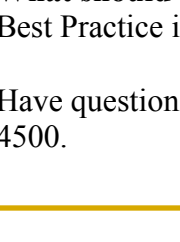
- is available in eProcurement
- has an eProcurement Catalog
- has a UW Contract
- is transacting with UW on the Ariba Network
- is enrolled for Electronic Payments

Accessing the Supplier Search PDR is easy! Look for the New Reports section on the [PDR webpage](#).

The report is also accessible in the **PDR Report Directory** in the **Suppliers** folder. Just expand the Suppliers category and select **Supplier Search**.

For questions, contact Procurement Customer Service at pcshelp@uw.edu.

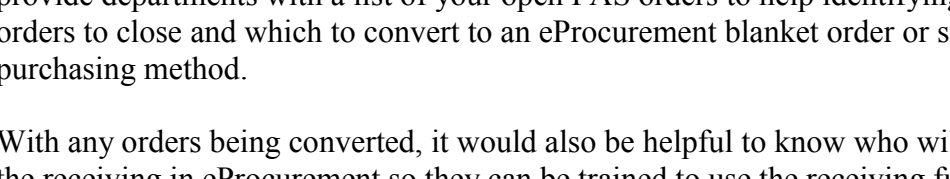
Important Update to Payments to Individuals (P2I)



On Friday, August 1st, the P2I payment will be updated to automatically implement the Best Practice of paying an individual no more than 2 weeks in advance of the service date.

What does this mean for campus?

If a P2I Preparer selects a service date more than 14 days in advance, the Ariba system will generate an error notice when the user clicks Submit.



What should the Preparer do if they receive this error?

Best Practice is to save the P2I and submit it closer to the service date.

Have questions? Check out the [P2I webpage](#) or contact pcshelp@uw.edu or 206-543-4500.



Closing PAS Orders

With purchasing functionality of PAS going away by the first of next year, we're in the process of moving PAS blanket purchase orders (BPO) over to the new process in eProcurement (Ariba). We can provide departments with a list of your open PAS orders to help identifying which orders to close and which to convert to an eProcurement blanket order or some other purchasing method.

With any orders being converted, it would also be helpful to know who will be doing the receiving in eProcurement so they can be trained to use the receiving function that is required for all eProcurement blanket orders. And just as an FYI, it's important to know that the buyer can only add one receiver to a BPO, if you want multiple receivers you would need to set that up in Astra.

So get yourself prepared for when PAS is shut down by contacting [Kassy Ellefson](mailto:Kassy.Ellefson@uw.edu) at 206 543-5827 to begin moving the remainder of your PAS purchase orders into an eProcurement purchasing solution.

eProcurement Supplier News

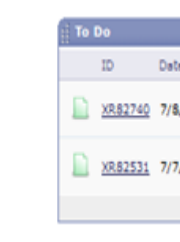
ZONES[™] Zones: Newest Punch-out Catalog in eProcurement

For more than 25 years, Zones has provided IT solutions for customers around the globe. Zones is a privately-held company based in Auburn, Washington with more than 1,400 employees. In 2014, Zones was named the fifth-largest private company in Washington by the Puget Sound Business Journal. With deep technology expertise, Zones has successfully built a global sales and support infrastructure with specialized divisions that excel in providing customized IT solutions spanning the desktop to the datacenter.

Zones is a proud CorporatePlus Member of the National Minority Supplier Development Council and holds its support for diversity in common with the University of Washington. Zones has long-partnered with the University of Washington, supporting the Foster School of Business with ongoing scholarships offered by Zones, Inc. and the Lalji Foundation. Zones Chairman Firoz Lalji was also recently inducted into the MBE Hall of Fame housed at the University of Washington.

Zones also offers the ability to submit custom quotes through their eProcurement catalog, providing detailed information tailored to your unique IT needs and project requirements. For more information or assistance, please contact Zones' [Brian Christensen](mailto:Brian.Christensen@zones.com) at 253-205-3330.

Sourcing News



RFP for IT Hardware

Procurement Services is close to making an award on a master contract for a preferred supplier of HP and Lenovo computer products that will be available in eProcurement (Ariba). This has been a major sourcing effort that involved UWIT, members of the campus, IT Directors.

It is the first of its kind that includes detailed evaluation criteria around a supplier's commitment to corporate social responsibilities, which includes their policies on sustainability and business diversity.

UW Procurement Services will announcement the apparent winner of this RFP in the next few weeks, and then will negotiate the finer details of the contract. The University should be able to enjoy the new low pricing through an eProcurement (Ariba) punch-out catalog on HP and Lenovo desktop PC, laptop, tablets and servers some-time around the fall of this year.

Procurement Tips & Tricks

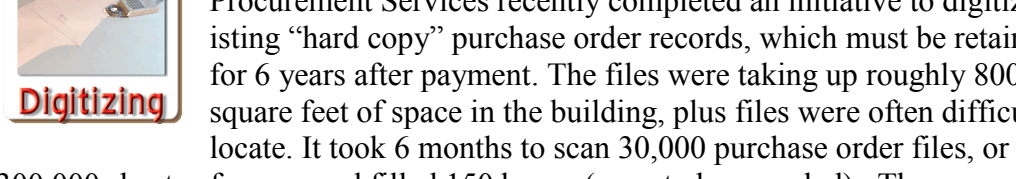


Need to Approve in eProcurement Without the Notification Email?

Have an eProcurement Order or Invoice, eReimbursement or P2I (Payment to Individual) that needs to be approved but you don't have the notification email that was sent?

Login to Ariba from the [Procurement Services home page](#) using the Click to Access UW eProcurement quick link. From there you have 2 ways you can access the eProcurement item you need to approve.

1. **Check your Ariba "To Do" box found on the Home Dashboard page of Ariba.** This box will show any items requiring your attention and looks like this graphic:



- Click on the ID or Title link under To Do
- Review and click Approve or Deny
- Provide comment and click OK

If you are unable to locate items in your **Home Dashboard**, you can use the option below.

2. **Click on the Application Tab for the item you need to approve for:**

- ⇒ Procurement: for Orders
- ⇒ Travel: for Expense Reports
- ⇒ Invoicing: for Non-PO Invoices
- ⇒ Reimbursement
- ⇒ Payment to Individual

And then:

- Click on the ID or Title link under To Do
- Review and click Approve or Deny
- Provide comment and click OK

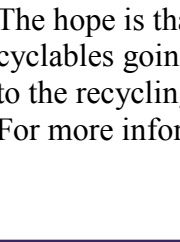


Computer Re-registration for PaymentNet Access

To update PaymentNet security protocols, all PaymentNet users will be prompted to re-register their computers when logging in after August 2. We apologize for any inconvenience.

Information about the computer registration process can be accessed here: https://www.paymentnet.jpmorgan.com/help/auth/Log_In_Portal/Register_Computer/Register_Computer_-_Get_Access_Code.htm

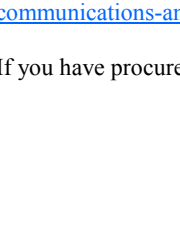
Project Updates



Digitizing Project in Procurement Services Completed

Procurement Services recently completed an initiative to digitize existing "hard copy" purchase order records, which must be retained for 6 years after payment. The files were taking up roughly 800 square feet of space in the building, plus files were often difficult to locate. It took 6 months to scan 30,000 purchase order files, or about 300,000 sheets of paper, and filled 150 boxes (soon to be recycled). The space in the building has been freed up and purchase orders can now be instantly viewed electronically.

Business Diversity Spotlight



Excel Gloves & Safety Supplies

Excel Gloves & Safety Supplies has been in business since 1993 and has had a presence on UW's campus since 1995. Owned by Irene Reyes, aka "The Glove Lady," Excel thrives on giving their customers exactly what they want, at competitive prices! They know their products well and whether it's supplying gloves, medical, safety, or janitorial supplies, they promise to provide the highest quality production available.

Excel is a punch-out catalog in eProcurement. If you would like to work directly with Irene and her staff, feel free to contact her at sales@excelsupplystore.com or call 253-896-1195.

A Reminder



Still Getting Phone Calls from Greenphire Solutions?

If you receive phone calls or emails from Greenphire Solutions, please forward those phone calls or emails to [Mark Conley](mailto:Mark.Conley@uw.edu) (206 543-4211) in Procurement Services or [Sarah Garland](mailto:Sarah.Garland@uw.edu) (206 543-8472) in Banking & Accounting Operations. It has been discovered that Greenphire is conducting an unauthorized marketing campaign here at UW. If you have a need for card solutions, Banking & Accounting offers a VISA cash card and gift card option, including gift cards by email. For more information, please contact B&AO at bnkadmin@uw.edu.

Green U News

UW Recycling Resources: Beyond the Bin

Would you like one-stop shopping to review all of the recycling programs offered at the University of Washington? Well, you're in luck, because a new educational flyer has been created and posted on the [UW Recycling website](#) called [Beyond the Bin](#). It was created to do a better job of educating folks about all of the extra recycling programs at the UW, so customers don't have to search for items using UW Recycling's extensive [A-Z List](#) every time.

The hope is that this will both promote auxiliary recycling programs and prevent recyclables going into the wrong containers at loading docks. Each section header links to the recycling procedure page for those specific materials.

For more information, please contact [Liz Gignilliat](mailto:Liz.Gignilliat@uw.edu) at 206 685-2811.

eNews Subscriptions

Was this newsletter forwarded to you? Would you like to subscribe to UW Procurement eNews for yourself? If so, why not sign up to receive this timely newsletter directly by clicking on the provided link below. Select Yes and click Subscribe to receive each edition of this periodically published newsletter.

<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

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