



UW Procurement eNews Published September 25, 2014

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 newsletter topics apply universally across all UW departments and Medical Centers. Always follow your department policies.

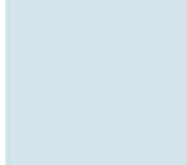
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Headline News



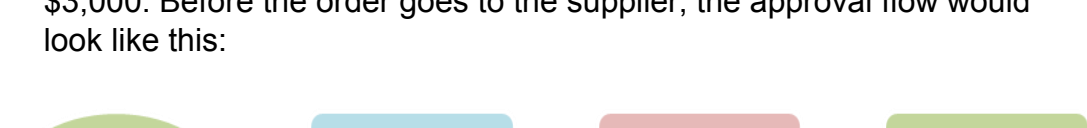
New Approval Levels coming to eProcurement

Coming Soon! Departments will have the flexibility of adding additional roles to Approval flows in eProcurement. The new, *optional* roles are:

Compliance Approver	Funding Approver 1	Funding Approver 2
<ul style="list-style-type: none"> • Set at the budget or org code level • No dollar limits - works the same as Non-PO Invoice and eReimbursements 	<ul style="list-style-type: none"> • Set at the budget or org code level • Departments can pick the dollar limit they want for this role • 2,000 - 3,000 • 3,001 - 5,000 • 5,001 - 10,000 • 10,001 - 25,000 • 25,001 - 50,000 • 50,000+ 	<ul style="list-style-type: none"> • Set at the budget or org code level • Departments can pick the dollar limit they want for this role • 2,000 - 3,000 • 3,001 - 5,000 • 5,001 - 10,000 • 10,001 - 25,000 • 25,001 - 50,000 • 50,000+

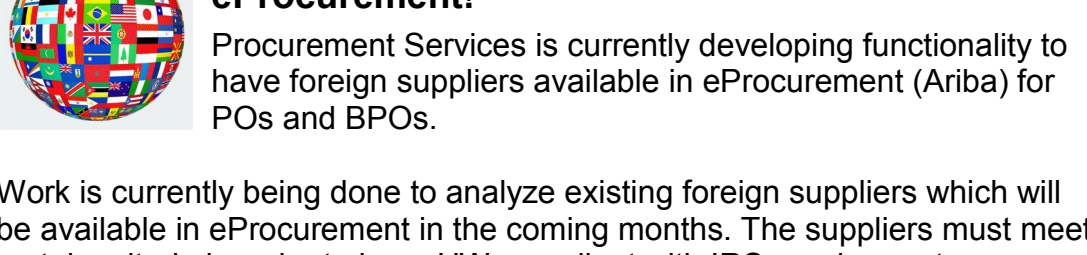
What is the purpose of these roles? To provide campus departments with more options to determine which requisitions and contract requests they want to review before approving.

How does this affect the Budget/Org Approver role? No changes are made to this role. It will remain a required role and function the same as it does today, even if the optional roles listed here are added.



How does this affect the Pre-Approved Preparer role? If any of the above roles are used in Astra, orders placed by a Pre-Approved Preparer will have the role added to the approval flow and the order will not be placed with the supplier until approved.

- Example: A Preparer has preauthorization to place orders up to \$3,000 and creates an order for \$2,500. There is a Compliance Approver for the org code and a Funding Approver 1 level for the budget set at \$2,000 - \$3,000. Before the order goes to the supplier, the approval flow would look like this:



Have additional questions? Email pcshelp@uw.edu.



Later This Fall - Foreign Suppliers Available in eProcurement!

Procurement Services is currently developing functionality to have foreign suppliers available in eProcurement (Ariba) for POs and BPOs.

Work is currently being done to analyze existing foreign suppliers which will be available in eProcurement in the coming months. The suppliers must meet certain criteria in order to keep UW compliant with IRS requirements.

Soon there will be a new process available for foreign suppliers to submit pertinent supplier information along with required IRS forms to ensure that these suppliers can be added to eProcurement for all procurement purposes.

These enhancements will be released later in the Fall – Stay tuned for details!



Coming Soon – Ariba Blanket Purchase Orders!

Ariba (eProcurement) Blanket Purchase Orders' (BPO) launch is approaching! All campus users will soon be able to create their own BPOs.

The BPO Rollout Team continues to test the new functionality thoroughly, in preparation for the launch, and have received great input from campus users about the features.

At the time of release, the [Ariba BPO website](#) will be updated with guidance and resources for departments. eLearning tutorials will be available for independent study, and a list of classroom training dates will also be posted.

Stay tuned for another article to announce Ariba BPO's release!

eProcurement Supplier News

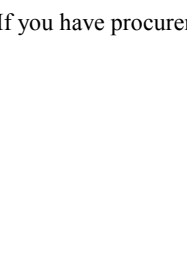


VWR Offers UW Customized Spill Kits

VWR offers a variety of recommended safety kits for labs and departments along with Custom Spill kits assembled for UW labs based on Environmental Health & Safety requirements. Details of what these kits contain are in [VWR's UW Safety Program flyer](#).

For more information or guidance, contact your local VWR representatives: Candice Hindle (Candice_Hindle@vwr.com), Tim Pham (Tim_Pham@vwr.com), Susan Demorest (Susan_Demorest@vwr.com) or Tony Stepan (Tony_Stepan@vwr.com).

A Reminder



Paper Reduction Survey

Back in 2009, the State of Washington issued Substitute Bill 2287 that requires a 30% reduction of our paper use for cut-sheet bond paper for copiers and printers. We haven't been as successful as anticipated in meeting this requirement, so the Committee for Paper Reduction (CPR) would like to understand how our UW departments use paper.

If you would like to assist us in this effort, please click on the [Committee for Paper Reduction: Paper Use Survey](#). This is a multiple choice survey and should only take a few minutes to complete. And thanks in advance for contributing in our effort to save trees by eliminating the wasteful use of paper.

Tax Training



A Tax Fun Fact

Did you know purchasing a code or key to access pre-written software is subject to sales/use tax? Want to learn more about the taxability of other digital items? Then sign up to attend the Tax Office's next Advanced Sales/Use tax training.

Advanced Sales & Use Tax Training
Wed, Oct 22, 2014 - 1:00 pm - 2:15 pm
Purchasing 224 (bid room)
[Register for this class here.](#)

Green U News



UW's Sustainability Snapshots

Sustainability Snapshots is your one stop shop to learn about many projects that have occurred on campus related to sustainability and conservation efforts. Either choose a category to browse in the drop-down bar, or select a project name to the right. Whether it's a sustainability effort in the athletic department, or in an academic program, or in resource conservation, you can find it at [Sustainability Snapshots](#).

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