



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

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.

December 17, 2015

Volume 5, Issue 25

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Snow falls on the Bronze W, at the north entrance to the Seattle campus over Winter break.

-Photo by Katherine B. Turner

Headline News

to eProcurement Receiving

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PAS System Shutdown Update

We're now down to only **339** open orders in PAS. That's **204** fewer open PAS orders from the recently published measurement in early November. We continue to be on schedule in shutting down PAS for all purchasing functions. Thanks to all of you for your cooperation and patience in this massive effort.

Orders Remaining in PAS:

Procurement Services	106
OSP	153
CPO	80

Any questions that you may have about open PAS orders can be directed to [Procurement Customer Service](#) at: 206-543-4500.



New eProcurement Enhancements

Household & Lab Moves Functionality Now Available for BPOs

Household and Laboratory Moves functionality is now available for Blanket Purchase Orders (BPO) in eProcurement (Ariba). We are expecting a low volume of requests during this time and we are continuing to finalize website information and training. If you have questions regarding general system functionality, or related policies and procedures, or if you are interested in an outreach opportunity specific to an upcoming household move please contact PCShelp@uw.edu. Your request may also be forwarded to a buyer for further review.

Shortly after the holidays we will send an additional update with links to webpage content and training materials so departments will be ready for the busy relocation season.

NOW AVAILABLE! Daily Receiving Reminder Email Now Includes BPO Title and Link to eProcurement Receiving

The daily receiving reminder email, *Orders/Contracts Must Be Received* now includes:

- BPO Titles
- Links directly to the Receiving interface in eProcurement

A new guide is available to explain how to receive for a BPO by clicking the link in the email: [Receiving an eProcurement Blanket Purchase Order \(BPO\) from Daily email](#)

Contact Us

Newsletter Editor:

djwright@uw.edu

Customer Service:

pcshelp@uw.edu

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Charter Object Codes are Now Unlocked for Other Object Codes

Starting on Dec 7th, 2015, Charter requests in eProcurement can now be entered with object codes other than 0337 Charters (Not a UW owned ship, boat, bus, aircraft, etc)

What you need to know:

- The process of choosing a charter from the exception list in eProcurement has not changed.
- The charter code was unlocked due to the possibility of food being a part of the order.
 - For example, you can now create a 2nd line item separating food and the charter itself.

What do you need to do:

Please code your charter order according to what object code is needed in your eProcurement order.



REMINDER: 1099 Tax Reporting

Research subject payments made by field advance, tango cards, revolving fund, or gift cards should be recorded by departments throughout the year. If the payments to one individual reached \$600.00 or more in the 2015 calendar year, those payments should be reported to the Procurement Services Tax Desk by **January 8th, 2016** for 1099 MISC reporting (<http://f2.washington.edu/fm/ps/how-to-pay/1099taxreporting>).

For security purposes, files need to be submitted on a flash drive or CD in the excel format provided in the link below.

For more information

visit: <http://www.washington.edu/admin/finserv/bankops/rschsubjects.html> or contact ten99@uw.edu

Training Reminders



**LIVE WEBINAR
TRAINING**

**Amazon Business Webinar Training
Opportunities**

AN IMPORTANT REMINDER ABOUT AMAZON BUSINESS ACCOUNTS:

PLEASE **DO NOT** SET UP AN INDIVIDUAL AMAZON BUSINESS ACCOUNT ON YOUR OWN, BUT INSTEAD, EMAIL RAY HSU AT rayhsu@uw.edu TO BE INVITED UNDER THE UW MASTER BUSINESS ACCOUNT.

Amazon is offering training for all new Amazon Business users and Administrators who wish to learn more about the functionalities of Amazon Business. If interested, please consider registering for these two webinar training sessions to get your department started on the right track in using Amazon Business.

Get started with Amazon Business Webinar – New Users

This is a 30 minute training webinar hosted by Amazon Business, tailored for new business users. This session will teach you how to get the most from your new Amazon Business account. Learn about the business shopping experience, business benefits and purchasing tools to help you track and manage orders.

Duration: 30 minutes

Recommended Audience: Buyers (Requisitioners) & new Amazon Business customers

Date: Wednesday January 6, 2016 (12pm PST)

Register [HERE](#)

Date: Wednesday January 20, 2016 (12pm PST)

Register [HERE](#)

Set Up Your Amazon Business Account Webinar

This is a 30 minute training webinar hosted by amazon Business, tailored for new business Administrators. Understand how to best manage your purchases and buyers by learning how to add users, create and configure groups, utilize check out features, spending reports and Business Customer Service.

Duration: 30 minutes

Recommended Audience: Individual(s) responsible for managing business purchases (Administrators)

Date: Thursday January 7, 2016 (12pm PST)

Register [HERE](#)

Date: Thursday January 21, 2016 (12pm PST)

Register [HERE](#)

Any questions, please contact: [Raymond Hsu, C.P.M.](mailto:Raymond.Hsu@uw.edu) at 206-543-0793.

Training

developing the skills, experience, and knowledge employees need to perform their jobs, improve their performance, and increase their skills, and abilities, specific to their jobs.

12/31/15 Deadline: Required DES Procurement Training

DES Procurement Training Status Report

Due to the upcoming Holidays, UW departments requesting enrollment into the State Learning Management System (LMS) may experience response delays from Department of Enterprise Services (DES) during the weeks of 12/21 and 12/28.

Based on the latest report in the LMS, over **2,400** online courses have been completed by UW employees to date covering all levels of training! A quick reminder to all that have successfully completed your courses; you do not need to send your Certificate of Completion, or inform DES of your training progress. The management and tracking of each employee's training requirement progress should be done at the departmental level.

DES Procurement Training Guidance

Under the procurement reform law (RCW 39.26.110) which became effective on July 1, 2013, State of Washington's Department of Enterprise Services requires all state employees whose jobs involve "developing, executing or managing procurement or contracts for goods and services", to fulfill certain training requirements in order to be able to continue performing their Procurement Duties.

[Go to the DES Training webpage](#) to determine training requirements for your department in order to complete this procurement training by December 31, 2015. Any questions regarding this guidance, please contact Ray Hsu at Procurement Services (rayhsu@uw.edu).

Procurement FAQ



If I purchase an item classified as food but we use it for another purpose, is it taxable?

If you purchase an item normally classified as food but use it for another purpose, it is still treated as food and therefore, not taxable.

- Example 1: A department purchases vinegar but uses it for cleaning. The vinegar is not taxable.

- Example 2: A department purchases pumpkins in fall and has students decorate them for display in the office. The pumpkins are still considered food and are not taxable.

What are examples of items which do not apply to this rule? Items sold for medical or hygiene purposes, alcohol, tobacco, candy, bottled water, soft drinks, and prepared foods.

For additional information go to paragraph 2b of the [Food and Food Ingredients section in the Washington Administrative Codes \(WAC\)](#).

[Review other Procurement FAQs](#)

Amazon Business FAQ

Now that we can purchase from Amazon Business, what about our existing eProcurement suppliers?

Campus customers should ALWAYS go to the strategic master agreements on eProcurement first to meet their purchasing needs. In the event that the product they are looking for is not available from any of our existing eProcurement Suppliers, Amazon is a great resource to locate those hard-to-find or specialized items.

[Review other Amazon Business FAQs](#)

Green U News



Powering Down During Some Time Off?

The holidays are here and some of you will be taking a break from work, so before you rush off for any well-deserved break, make sure you follow these 8 simple tips to “power down”! Not only do these tips save energy, they save money too!

Before you leave for a break be sure to:

- Turn off and unplug equipment like printers, scanners, copiers and cell phone and computer chargers. These can draw energy even when the appliances are not in use or turned off.

- Depending on the guidance of your department's IT unit, consider shutting down desktop computers and monitors completely.
- Turn off all lights before leaving for a break. As a general practice, keep the lights off in rooms or areas that are not in use.
- Clean out, defrost and unplug refrigerators and kitchen appliances before you leave for break.
- If you have control of the office thermostat, set it to 65 degrees or lower.
- Ensure that all faucets are completely shut off. A dripping faucet is a waste of water and energy.
- Close and lock all windows and doors to keep heat in (and leave with the knowledge your workspace is secure).

This list should take you no longer than 10 minutes and will give you good peace of mind so you can have a restful and relaxing break.

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

If you are having trouble viewing this email you can read it online at:
<http://f2.washington.edu/fm/ps/home/communications-and-outreach>

