



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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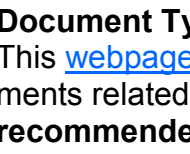
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FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:

[UW CONTRACTS](#)

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Headline News



Biennium Close: How can we help?

Don't get caught ill prepared for the Biennium Close. Between Procurement Services and the MyFinancial Desktop websites there is a ton of information and guidance to get departments through the Biennium Close. Whether you're a veteran or a novice, we have information that addresses the complexities associated with the biennium transition.

Here are some key webpages to get you started:

Biennium Close 2013-2015 Website

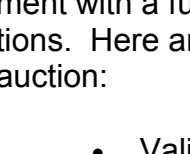
This is the [biennium close home page](#) for all things associated with the biennium and is a good place to get started. Included are, biennium close definitions and explanations, calendars emphasizing key dates, Office of Planning and Budgeting notices, and guidance to determine the biennium to be charged for all types of transactions.

Document Types & Cut-Off Dates

This [webpage](#) contains a chart listing the purchasing and accounting documents related to biennium close transactions. The cutoff dates represent the **recommended last day departments can submit documents** to allow sufficient time for processing and posting to the 2013-15 Biennium Close.

MyFinancial Desktop Biennium Close Webpage

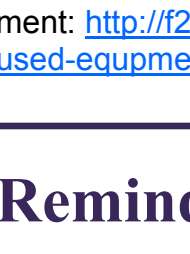
A one-stop [fiscal administrative webpage](#) for transaction reconciliation that summarizes key dates and how budgets are impacted by the biennium close, while also including a Biennium Crossover Calendar.



Do you have BPOs that need to be paid in the 2013-15 Biennium?

In order to ensure expenditures are charged to the expiring Biennium, eProcurement Blanket Purchase Orders (BPO) **must be fully received by the department by 5pm on June 19th.**

More information is available on the [BPO Receiving for 2013-15 Biennium Close page](#)



Going Once, Going Twice...!

Auctions are a popular way for companies to dispose of used scientific and other equipment. There are many sources for online and live auctions, but carefully consider the pros and cons before you bid, as the equipment is usually sold "as is/where is" without a warranty. You may be better off purchasing new equipment with a full warranty, and the protections of UW terms and conditions. Here are some points to be aware of if you decide to bid on items at auction:

- Validate that the price is reasonable regardless of cost, and set a ceiling price for yourself!
- Do your homework before the auction: how old is the equipment, who owned it, how used, was it properly maintained?
- Confirm payment method with the auction house *up front*. Make sure that they will accept Procard or P.O. if you are the successful bidder
- If purchase exceeds the direct buy limit, Procurement Services will need to approve in advance of the auction.

Visit the following page for more information about purchasing used equipment: <http://f2.washington.edu/fm/ps/how-to-buy/responsible-procurement/used-equipment> or contact [Kassy Ellefson](#) at 206-543-5827.

Reminders



Did You Hear that We Moved?

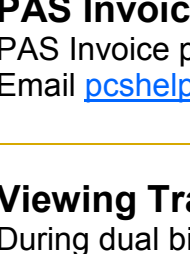
No one likes the actual mechanics of moving but once it's accomplished there is a great relief that turns into excitement about being in a new place. We love our new space and are getting more and more acclimated with it and our surrounding neighbors as time goes by.

Our new location is at Roosevelt Commons West which is a secure building. All guests must make prior arrangements with the person they are planning to visit before they arrive. Upon arrival, all visitors will need to check in with the security guard at the front desk in the lobby of the building. Our new location for Procurement Services is at:

Roosevelt Commons West
Box: 354967
4300 Roosevelt Way N.E., 3rd Floor
Seattle, WA 98195

[Phone numbers and email addresses](#) remain the same at Roosevelt Commons West.

Save a Buck



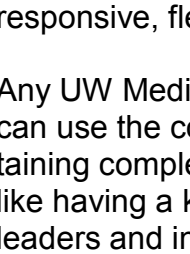
Save on Scientific Equipment Maintenance!

The UW's strategic contract with Specialty Underwriters (SU) for scientific equipment maintenance provides **savings ranging up to 25%** over manufacturer direct agreements for many brands of equipment. In now covers, SU recently formed an alliance with **Life Technologies** and now covers service of all of their equipment, using the **same service providers** as you currently have.

We strongly encourage your support of this campus-wide contract, as it not only benefits individual departments, but benefits the institution as a whole. Many universities have switched to the SU program, including WSU, Michigan, Penn, UMass, Pitt, to name a few.

For more information about the program, visit: <http://f2.washington.edu/fm/ps/how-to-buy/su-maintenance>, or contact Beth Clevenger at 543-7032 or bethc15@uw.edu.

Biennium Tips & Tricks



Liquidating Encumbrances

Encumbrances are liquidated by submitting an email request to saf@u.washington.edu.

Changing or Closing an eProcurement Order

Please see the Changing or Closing eProcurement Orders page at <http://f2.washington.edu/fm/ps/change-close>

PAS Invoice Payment Status

PAS Invoice payment status can be found on the Requisition Inquiry screen. Email pchhelp@u.washington.edu for assistance.

Viewing Transactions in MyFD or PAS

During dual biennium processing, PAS transactions for old and new biennium are viewable each day in the PAS driver. FAS processes transactions for one biennium per night. Those transactions are viewable in MyFD and the FIN driver on the following days:

FAS Accounting Months

- Month 24 = Old biennium transactions processed in June
- Month 25 = Old biennium transactions processed in July
- Month 01 = July transactions - first month of the new biennium
- Month 02 = August transactions

Diverse Supplier Spotlight



The Informatics Applications Group

The Informatics Applications Group (TIAG) is a SBA certified women owned business and is pleased to be a contract provider on UW Medicine's contract to complement the university's IT initiatives. TIAG's provides expertise in technical, business and informatics consulting services. Clients benefit from the comprehensive, full range of integrated specializations spanning concept development through efficacy testing, implementation and resultant business process transformations to ensure maximized benefit and adoption. TIAG prides themselves in being agile, responsive, flexible and invested in your outcomes.

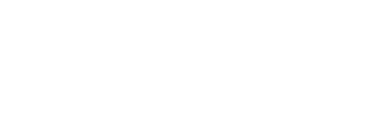
Any UW Medicine component or any other department across the University can use the contract and access it through UW Procurement Services, maintaining complete control over your requirements. Using the UW IT contract is like having a known partner at your side. TIAG's professionals are industry leaders and innovators, vetted for rates, technical expertise and business acumen and deliver rapid results.

To learn more about how TIAG can serve you visit the [company website](#) or contact one of their account managers:

Steve Vincent
425.202.6169 svincent@tiag.net

Kate Beltran
206.355.6745 kbeltran@tiag.net

Green U News



Stay informed on sustainability at UW with the "In Our Nature" blog

The UW Sustainability office has created the "In Our Nature" blog to showcase the stories of sustainability across the University of Washington. This blog regularly updated, and is a place to discover and discuss the many sustainability efforts by students, faculty and staff across UW.

Visit the In Our Nature blog to learn more about everything sustainable at UW: <http://green.uw.edu/blog>

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<https://mailman.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

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

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

