



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.

January 13, 2016

Volume 6, Issue 1

In This Issue

- PAS Closure Successfully Completed
- Important Reminder for UW Medicine Users of Amazon Business
- More Amazon Online Webinar Training Available
- BPO Receiving Emails and Exception Report

Headline News



PAS Closure Successfully Completed

Monday of this week, UWIT completed the programming changes that removed requisition entry and approval in PAS, rendering all PAS access as Inquiry-only. New, Inquiry-only PAS access will be visible the next time a user logs into PAS.

This has been a long and complex process. The partnership with our department customers has been remarkable and we'd like to congratulate all of you for the effort that has taken place across all three of our UW campuses to make this PAS closure possible. We can't thank you enough.

A reminder probably isn't necessary at this point, but going forward, all future purchases need to go through a preferred [eProcurement](#) method or

- Closing the Purevent Mailbox
- RSVP Now for UW Safety Expo in February
- Procurement FAQ
- Amazon Business FAQ
- New England Biolabs Freight and Delivery Information
- Sustainability Office Green Bag Invitation
- Making 2016 Your “Greenest” Year Yet

a UW ProCard. If you have any questions or need additional assistance please contact [Procurement Customer Service](#) at 206-543-4500.



Important Reminder for UW Medicine Users of Amazon Business

UW Medicine Internal Control needs to remind UW Medicine ProCard users that sharing a ProCard for payment on Amazon Business is not allowed. Per Procurement Card policy (APOP 75-15), the ProCard or account number must not be shared with anyone else in order to allow someone other than the Cardholder to make purchases on the card. **Please make sure to set your setting to “No sharing – individual payment methods and addresses”**. Account settings will be monitored for compliance. All purchases, paid for using a ProCard, are subject to ProCard policies and procedures. For any questions on this reminder, please contact Ms. Lauren Yu (suyoung@uw.edu).

Quick Links

- [Procurement Services Website](#)
- [Ariba Buying Portal](#)
- [Newsletter Archive](#)

About Procurement Services

- [Organization Chart](#)
- [Mission Vision and Values](#)
- [Directions, Parking & Hours](#)

Contact Us

- Newsletter Editor:**
djwright@uw.edu
- Customer Service:**
pcshelp@uw.edu

More Amazon Online Webinar Training Available

WEBINAR	DATE	TIME	REGISTRATION LINK
Get Started With Amazon Business (New Users)	January 20, 2016	12 pm	Register Now
	February 3, 2016	12 pm	Register Now
	February 16, 2016	12 pm	Register Now
	March 2, 2016	12 pm	Register Now
	March 16, 2016	12 pm	Register Now
	March 30, 2016	12 pm	Register Now
Set Up Your Amazon Business Account (Administrators)	January 21, 2016	12 pm	Register Now
	February 4, 2016	12 pm	Register Now
	February 17, 2016	12 pm	Register Now
	March 3, 2016	12 pm	Register Now
	March 17, 2016	12 pm	Register Now
	March 31, 2016	12 pm	Register Now

[FOLLOW US ON TWITTER](#) 

Please refer any questions that you have relating to UW policies or guidance regarding your use of Amazon Business to Ray Hsu @ rayhsu@uw.edu as the result of these trainings, or refer to the Procurement Services [Amazon Business FAQ](#).

RECEIVING

BPO Receiving Emails and Exception Report

With the recent enhancements made to the daily BPO Receiving emails, some of our campus customers notified us that there was a time in which they were not getting the daily BPO emails. Do you know how to see which invoices are waiting for Receiving?

Check out the Receiving Exceptions Report in Ariba! This report provides a list of purchase orders that need receiving before allowing invoices to be paid. The report can be filtered by budget or organization code, and as with all other Ariba reports, can be viewed in either Excel or HTML. Procurement Services recommends running this report weekly to ensure that you have not missed any invoices as a result of network or email outages.

For step-by-step instructions in a PDF on how to run the report, see: <https://f2.washington.edu/fm/ps/how-to-buy/receiving#ExceptionsReport>

Did you see the new step-by-step PDF instructions for receiving from the daily email? If not, check them out here:

<https://f2.washington.edu/fm/ps/how-to-buy/receiving#emailLink>

Have questions? Contact Procurement Customer Service at 206-543-4500 or pcshelp@uw.edu.

Announcements

**Closing
Down**

Closing the Purevent Mailbox

To address a compliance issue, effective immediately, all Catering and Hotel contracts should be submitted through an Ariba BPO, Ariba Non Catalog or the [ProCard Increase](#) methodology for processing and no longer through Purevent

request. Please review the policy for [catering and events](#) before you submit your request.



RSVP Now for UW Safety Expo in February

Please join us for the UW Safety, Sustainability, and Preparedness Expo on Wednesday, February 10, 2016. We will be in the HUB Ballroom from 10am to 2pm, offering fun and interesting activities to UW faculty, staff, and students:

- Enjoy light refreshments
- Enter a drawing for door prizes
- Start your own personal, portable emergency kit
- Learn more about being safe, sustainable, and prepared
- Pick up free items from UW departments and safety supply vendors

Your RSVP will help us plan for refreshments and send you further information about the event as it gets closer. See [the event website](#) to learn more about the event and to RSVP.

This event is a collaborative effort of Environmental Health and Safety (EH&S), Finance and Facilities (F2), Sustainability, and Emergency Management.

Procurement FAQ

What should I do if I need to cancel my order?

Currently, eProcurement does not have a cancellation feature. Therefore, you need to contact the supplier and request that the order be cancelled. Then use the *Add Comment* button on the order to note that you contacted the vendor and confirmed cancellation.

[Review other Procurement FAQs](#)

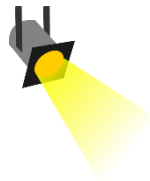
Amazon Business FAQ

Prior to having Amazon Business as a punch-out catalog supplier in eProcurement, what is the preferred payment method?

UW is working on a long term strategy with Amazon Business that includes their ability to transact over the Ariba Network using one of UW's existing preferred payment methods. Until that is accomplished, the only way to pay for Amazon Business purchases is using your ProCard. You do have the ability to store multiple ProCard numbers on a single Amazon Business Account.

[Review other Amazon Business FAQs](#)

eProcurement Supplier Spotlight



New England Biolabs Freight and Delivery Information

New England Biolabs (NEB) offers free shipping to all available U.S. locations for all orders totaling more than \$350.00. NEB also continues to provide next business day delivery by 10:30 AM to most locations. Effective January 1st, 2016, U.S. orders under \$350.00 will be charged \$28.00 per order for shipping and handling. This charge is prepaid and added to the invoice.

NEB does not apply any fuel surcharge or additional dry ice fees, and please note that free shipping is also available to all qualified purchases for products taken from NEB's Freezer Programs. Here's some additional [Freezer Program information](#) or email: freezer@neb.com.

Other questions? Please email businessops@neb.com.



Green U News

Sustainability Office Green Bag Invitation

We're thrilled to welcome Tim Stetter, Director of UW in the High School and Emily Edmiston, Program Administrator for UW in the High School. They will be sharing information about how they reduced paper usage in their program.

WHEN: January 27, 2016

TIME: 11:30am-12:30pm

PLACE: Gerberding Hall 26

No RSVP needed!



Making 2016 Your “Greenest” Year Yet

Happy New Year! UW is committed to environmental stewardship, and enhancing the environment in a positive way, not only in research and education but in our management of buildings as well.

Why not focus on making 2016 your “greenest” year yet by taking the Sustainability pledge? This pledge helps us more towards our sustainability goals on campus by focusing on saving energy, promoting sustainable food, water conservation, monitoring and protecting green space, increasing recycling efforts and relying on reducing polluting modes of transportation.

Take the pledge for a more sustainable UW here:

<https://green.uw.edu/content/university-washington-sustainability-pledge>

THIS NEWSLETTER WAS SENT TO YOU BY PROCUREMENT SERVICES

[Manage your Procurement Subscriptions or Unsubscribe.](#)

**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>

