



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.

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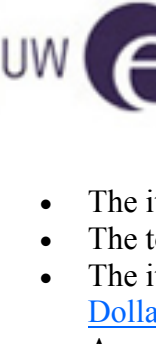
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FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:
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Headline News

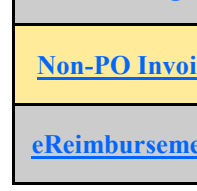
Announcing 2011-13 Biennium Close Website



The new and improved [Biennium Close website](#) has been completely updated with the necessary information needed for the 2011-13 biennium. The information spans all of our systems affected by the biennium providing cut-off dates and instructions. Check out the helpful quick links in the Biennium close toolkit (right side box) which include links to terminology, FAQ's, helpful hints, a PowerPoint training presentation and contact info to name a few supportive links.

Please review the website to assist you with your department's biennium close, and if you need additional guidance, [Procurement Customer Services](#) can be contacted at 206-543-4500 and they will be able to connect you to the right source of information.

Non-Catalog Ordering Now Available!



Non-Catalog Ordering is a new, user-friendly eProcurement tool for ordering items that are not available in the current eProcurement catalogs. It provides users with a convenient means of ordering items in eProcurement when:

- The items are not available in either a hosted or punchout catalog
- The total order amount is less than \$10,000, excluding tax
- The items are NOT on the PAS (Purchasing and Accounting System) [Small Dollar Purchase Exceptions](#) list
- A purchase order needs to be sent to the supplier

The table below specifies when to use **Non-Catalog Ordering** versus **other eProcurement tools**.

eProcurement METHOD	DOLLAR LIMIT (per order)	NOTES / RESTRICTIONS / EXCEPTIONS
eProcurement Catalog	No Dollar Limit	None other than within your department
Non-Catalog Ordering	<\$10,000	Goods not yet ordered. Goods not available in eProcurement hosted or punch-out catalog. Purchase Order required. See exceptions list.
Non-PO Invoice	<\$10,000	Goods already received. No Purchase Order required. See exceptions list.
eReimbursement	<\$3,500	For reimbursement to UW employees only. See exceptions list.

To use this feature, the supplier must be a UW-registered supplier and be available in eProcurement.

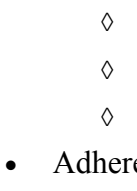
To access this new system, one must learn about the new system functionality through an instructor led training, webcast or by reviewing our PowerPoint slide set and then pass the online learning assessment with a score of 80% or better. Please check for class offerings on our [training website](#).

To learn more about this functionality you can view the [Non-Catalog Ordering](#) section of the Procurement Services website, or contact our Procurement Customer Service team at pschelp@uw.edu or by calling 206-543-4500.

Useful Links:

Non-Catalog Ordering: <http://f2.washington.edu/fm/ps/how-to-buy/non-catalog>
Procurement Services Training: <http://f2.washington.edu/fm/ps/training-events/classroom-training>

Small Dollar Purchase Exceptions: <http://f2.washington.edu/fm/ps/how-to-buy/purchase-order/under-direct-buy-PAS-exceptions>

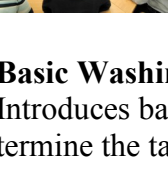


Establishing Department Purchasing Policies

The UW has [purchasing policies and procedures](#). University departments must also establish their own policies specific to their needs that align with university policy. Here are some key elements to include:

- Use [eProcurement](#) and its purchasing & payment options ([Non-Catalog](#), [Non-PO Invoice](#), [eReimbursement](#), etc.) whenever possible
- **Involve Procurement Services early** for any complex purchases or ones that require contract signatures and **NEVER sign any supplier's agreement**, instead contact the [Buyer of the commodity](#) being purchased
- Review the [introduction to contracts](#) or go directly to [UW Contracts](#) to view the available supplier contracts before looking elsewhere for needed goods & services
- Use existing [UW registered suppliers](#) rather than adding new ones to our crowded vendor database
- Review the [exceptions list](#) pertaining to purchases, regardless of the dollar value or order method that may require the use of a [PAS](#) requisition or approval prior to purchase
- Delegation of Purchasing Authority
 - ◊ Must be authorized to acquire goods & services
 - ◊ Follow [GIM 14](#) authorization requirements for grants
 - ◊ Establish pre-purchase approval procedures
- Adhere to [ethical guidelines](#)
- Use fair purchasing practices - [competitive bids](#) or [sole source justification](#) is required above \$10,000 unless there is an existing UW contract
- Familiarize yourself with the [UW Business Diversity Program](#) for purchases with diverse suppliers

eProcurement Supplier Promotion

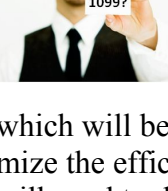


QIAGEN is offering a discount of 15%

Starting next week, April 8, QIAGEN is offering a **discount of 15%** on selected products through eProcurement on top of University of Washington's contracted pricing until May 17. Check out the [promotion details](#). For more information, please contact [Karen Fortenberry](#) at 206-303-8036.

Reminders

Tax Training



Need Help on How Tax should be applied?

Scratching your head about sales taxes? Wish you knew a little more about use tax? If so, then you should attend one of the upcoming basic or advanced sales tax trainings.

Basic Washington State Sales and Use Tax

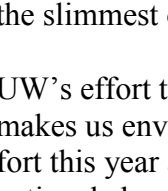
Introduces basic sales and use tax concepts and also the fundamentals of how to determine the taxability of a particular transaction.

Advanced Washington State Sales and Use Tax

Builds on the overview from the basic training and addresses more specific matters such as the taxation of digital goods and Value Added Tax.

For more information on upcoming training dates or to sign-up to attend, visit <https://f2.washington.edu/fm/tax/training>

Tax Reporting Changes



Changes to 1099 Reporting Process Beginning in Tax Year 2013

Beginning Tax Year 2013 (January 1, 2013 through December 31, 2013), all payments made to 1099 reportable suppliers, including travel expenses, will be captured and reported on Form 1099 MISC, which will be distributed in January of 2014. These changes were necessary to maximize the efficiencies available with new non-PO, etc., payment methods. Suppliers will need to deduct their expenses through their own tax reporting activities, where applicable.

Get more information here: <http://f2.washington.edu/fm/ps/home/procurement-services-news#1099-reporting> or please contact the Procurement Services Tax Desk at 206-685-0271 or ten99@uw.edu

Green U News



UW in Finest Four of the Environmental March Madness

We've all been on the edge of our seats waiting to see who of the "Finest Four" institutions was crowned National Champion of the Environmental March Madness. University of Washington, along with Ohio State, George Mason and Colorado State made to the final weekend of competition with great performances by all. The exciting contest went right down to the wire and by the slimmest of margins; Ohio State came out on top.

UW's effort to advance sustainable purchasing practices is a key element in what makes us environmental leaders. So for the next championship, let's ramp up our effort this year and go all of the way to win next year's Environmental March Madness national championship. Go Dawgs!

For more information about this event, go online to the [Awards webpage](#) on the Environmental Stewardship & Sustainability website.



Celebrate Earth Week and volunteer for this year's Annual Trash-In

UW Garbology Project and Earth Club is partnering with UW Recycling this year for the annual

Trash-In Extravaganza! Help raise awareness about how much garbage we actually divert from landfills. Volunteers will be given customizable suits for sorting through items, service hours and a thank you gift!

The Trash-In will be held during Earth Week, on April 24th, from 10am-2pm, at Red Square. Sign up to volunteer and give the garbage a good sort.

Please [sign up](#) here and if you would like more information please visit: www.uwrecycling.com/trashin

eNews Subscriptions

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<https://mailman2.u.washington.edu/mailman/listinfo/procurementservicesnews>

If you no longer want to receive our newsletter, you will need to unsubscribe at the same location above by going to the *ProcurementServicesNews Subscribers* section at the bottom of the web page and enter your UW email address and press the *Unsubscribe or edit options* button.

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: pschelp@uw.edu