



*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.*

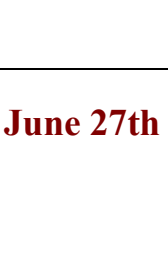
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**FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:**  
[UW CONTRACTS](#)

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## Biennium Close Updates



Are you ready for the upcoming Biennium Close Deadlines? There is a tremendous amount of information and guidance on the 2011-2013 [Biennium Close Website](#), and if you want to refresh your memory about recommended deadlines you can go directly to the [Document types & Cut-Off Dates web page](#).

### Upcoming Deadlines:

**June 21st ProCard & Central Travel Account transactions must be posted to PaymentNet by July 1st to be recorded on the old biennium:**  
Goods must be received by June 30 for proper recording in the old biennium. To assist, we recommend a PaymentNet transaction date of June 21st.

To ensure that equipment is accounted for correctly, the deadline for equipment purchases is June 21st.

**June 27th All Ariba Transactions must be fully approved by June 27th to be charged to 2011-2013:**  
This includes **eTravel, eProcurement Orders, Non-Catalog Orders, Non-PO Invoices and eReimbursements**. Anything fully approved or paid after June 27th will be in the new biennium, however, it will not appear in MyFD until July 11th. Make sure your budget is open to expenditure. Even if fully approved by 5pm on June 27th, if the budget is not open to expenditure the transaction will reject and it will not be paid on the old biennium.

**Requests to liquidate PAS encumbrances to SAF by 5pm:**  
Liquidation requests received at [saf@uw.edu](mailto:saf@uw.edu) on June 28th and after does not guarantee that it will get processed in the expiring biennium.

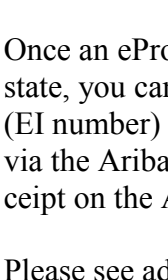
**Refund Check Requests to Accounts Payable by 5pm:**  
These are used by campus to return funds from revenue budgets to individuals/companies.

**Credit Memos to Accounts Payable by 5pm:**  
Credit memos received on or before June 27th will be credited to the biennium cited in the requisition. Credit Memos received after June 27th will be credited to new biennium funds

**July 1st Petty Cash:**  
Due by 5:00pm to Student Fiscal Services Petty Cash

**July 2nd Departmental Revolving Funds:**  
Due by 12:00pm to Banking & Accounting Operations

## Headline News



### Supplier Enablement Project

#### **Ariba Supplier Enablement Project Update: Applies to eProcurement (Ariba) Only**

In December of 2012, the University of Washington kicked-off the **Ariba Supplier Enablement Project** to enable UW suppliers on the Ariba Network. This will allow the University to send both purchase orders and invoices electronically to the supplier. You can learn more about Ariba Supplier Enablement here: <http://f2.washington.edu/fm/ps/ariba-network>

Since January, 161 Suppliers have been enabled to transact over the Ariba Network.

#### **What does Ariba Supplier Enablement mean to you?**

You will only notice a change if you have been placing “manual” Non-Catalog orders in eProcurement to a supplier who becomes Ariba Enabled. Instead of the order being emailed to the supplier by Procurement Services (PS) using the information you provided in the Send PO To field, an order for an Ariba-Enabled supplier – once fully approved - will immediately be sent electronically to the supplier. If you primarily place orders using eProcurement catalog suppliers (either Punchout or Hosted), nothing will change because these suppliers have always been enabled on the Ariba Network.

Once an eProcurement Non-Catalog request fully approved and goes to the **Ordered** state, you can view the **History** tab for either the requisition (S number) or the order (EI number) and you will see a message stating that the order was successfully sent via the Ariba Supplier Network to the supplier. When the supplier confirms order receipt on the Ariba Network, an email is sent to the preparer.

Please see additional information in the FAQs for campus here: <http://f2.washington.edu/fm/ps/how-to-buy/non-catalog/faqs>

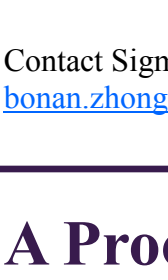
If you have any additional questions regarding Ariba Supplier Enablement, please feel free to email [pschelp@uw.edu](mailto:pschelp@uw.edu).

### Returning PAS Orders for eProcurement Non-Catalog Placement

Following several months of “soft” reminders, **effective August 1st 2013**, requisitions submitted through the Purchasing & Accounts Payable System (PAS) will be returned for submission through the non-catalog ordering system if they meet the following criteria:

1. The order total is less than \$10,000, not including tax
2. The items are not on the PAS Small Dollar Purchase exceptions list: <http://f2.washington.edu/fm/ps/how-to-buy/purchase-order/under-direct-buy-PAS-exceptions>
3. The orders are not standing orders

For more information and guidance, please visit the Non-Catalog Ordering website at: <http://f2.washington.edu/fm/ps/how-to-buy/non-catalog>, or contact our Procurement Customer Service team at [pschelp@uw.edu](mailto:pschelp@uw.edu) or by calling 206-543-4500.

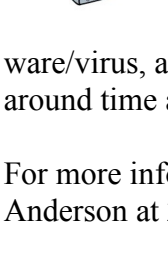


### Simplified Moving Expense Option – NOW AVAILABLE!

The UW has now rolled out the simplified moving expense option – **a lump sum allowance paid with the employee’s first paycheck**.

This option is a much simpler way to pay someone for moving expenses and it gives the individual discretion as to how to use the allowance. Not only is this a great option for new hires because it frees them from having to keep receipts, it is also a terrific option for departments because it simplifies the payment process to the new employee.

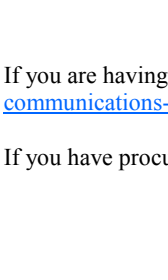
For more information on how to process the lump sum allowance please see: <http://f2.washington.edu/fm/payroll/payroll-coordinators-guide/payments/moving-expenses>



### The Benefits of UW Managed Print Services

You’ve heard of Managed Print Services (MPS) and it sounds like a great idea, but you’re having challenges getting traction within your department to adopt this printing & copying best practice. We can help you tell the story with a concise list of benefits of the MPS program that every department can relate to. So make it easy for the decision makers, and point them to the [“What is MPS?” web page](#).

## eProcurement News



### A New eProcurement Catalog: Spectrum Chemicals & Laboratory Products

Spectrum Chemicals & Laboratory Products is a customer-focused global supplier of high quality chemicals, laboratory supplies and equipment. Spectrum has been an ISO 9000 certified company since 1994. The adoption of the ISO International Quality Management Standards provides the foundation for the development of Spectrum’s entire line of product offerings.

Please contact the UW account manager, Jan Drahota at 206-707-6382 or [jdrahota@spectrumchemical.com](mailto:jdrahota@spectrumchemical.com) for additional information.



### Sigma-Aldrich Promotion

Sigma-Aldrich announces a 60% discount and free freight on a new line of cell culture plasticware products. Sigma-Aldrich has introduced a Sigma branded line of cell culture plastic line ware that complements its complete range of cell culture reagents, media, sera, and cell lines. The new line of Sigma Cultureware meets the superior quality standards of the premium cell culture plastic ware that is available on the market today. Start saving today!

Contact Sigma Aldrich Representative, Bonan Zhong at 425-409-4892 or [bonan.zhong@sial.com](mailto:bonan.zhong@sial.com), for additional details and assistance.

## A Procurement Tip



### Purchasing Used Equipment

When purchasing used, refurbished, or demonstration model equipment there are considerations in addition to the cost of the equipment. Purchasing equipment directly from the original equipment manufacturer is suggested whenever possible to minimize your risk. However, if your best or only option is not available new, we have some good guidance on a new [Purchasing Used Equipment web page](#) that will help you evaluate the condition of the equipment and minimize the risks involved in the purchase.

## Business Diversity Spotlight



### Business Diversity Spotlight

#### **Laptop & Desktop Service**

**Evergreen Computer Products** is a small, local, minority, disadvantaged veteran owned computer products company and have a pricing agreement in [UW Contracts](#) (UW-13-0007). Evergreen computers can take care of all laptop or desktop needs, such as removing spyware/virus, add/upgrade new hardware, and reinstall Windows within a 24-hour turnaround time at an affordable price.

For more information about this company, please contact Evergreen’s Barbara Anderson at 206-624-3722 or [banderson@evergreencomp.com](mailto:banderson@evergreencomp.com).

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

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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: [pschelp@uw.edu](mailto:pschelp@uw.edu)

