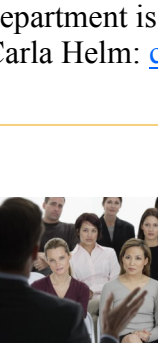




Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

Headline News



Copiers & Printers: A Managed Print Services Approach is Coming!

Procurement Services and Creative Communications have partnered in a LEAN process improvement project called "Printopia" to improve the University's process for acquisition of copier/printer equipment and services. The Printopia team has identified that a [Managed Print Services](#) approach to copying and printing is a recognized best practice, and will benefit the campus through significant cost savings and process efficiencies.

Please contact [Procurement Services](#) if you have questions about this project, or if your department is in need of copy/print services before the new contract is available: Carla Helm: chelm@uw.edu or Ray Hsu rayhsu@uw.edu



Save the Date: Procurement Services Winter Forums

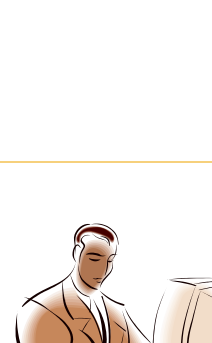
If you've been to one of our Procurement Services Forums you know how valuable they can be in providing timely information that will assist you with your fiscal responsibilities. We have many process and system improvements at different stages of development that will be presented in addition to opening up the floor to your questions and providing you with networking opportunities.

We have four forums scheduled at this time at four different locations (see below). Please take time to attend the one that is most convenient for you. You don't have to register to attend, but it sure is helpful to us if you do. Please [register here](#) and we'll be sure to send you the presentation PowerPoint.

If you have any questions please contact David Wright at djwright@uw.edu or 206-616-7076

Procurement Services Winter Forum Schedule

Date	Time	Location
February 21, 2012	10:30-12:00	UW Tower Auditorium
February 27, 2012	2:30-4:00	William H Foege S060
March 9, 2012	9:30-11:00	UW Bothell Rose Room
March 13, 2012	1:30-3:00	South Lake Union

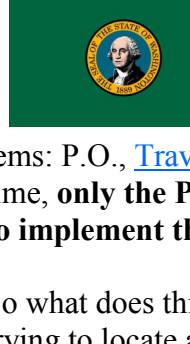


RIP/Non-RIP Notices Will No Longer Be Sent

The process known as RIP/Non-RIP, where Accounts Payable would send paper based copies of invoices to a campus mailbox number has changed. Effective January 1st, Accounts Payable (AP) will no longer print or distribute paper based notices.

Historically, a RIP/Non-RIP notice triggered department personnel to review and possibly approve or dispute an invoice payment. As of January 1st, those responsible for monitoring, approving/validating payments MUST proactively monitor the **Invoice Status Summary Report** to ensure payments are appropriate and/or to communicate approval of Non-RIP payment (invoices over \$10,000). The Invoice Status Summary is just one of the many AP reports contained in the [Procurement Desktop Reports](#) catalog.

Users can learn more about the Invoice Status Summary Report, and other Procurement Desktop Reports on the Procurement Desktop Reports [website](#), through an in-person [training class](#), or by reviewing our training [PowerPoint presentation](#). Still have questions? Contact the Procurement Customer Support Team at pdreport@uw.edu or 206-543-4500.



6th Annual Business Diversity Supplier Fair: February 8th

The UW Business Diversity Program is pleased to invite you to the 6th Annual Business Diversity Supplier Fair on Wednesday, February 8th at Mary Gates Hall. This is an opportunity for local, small and diverse suppliers to share information and showcase their goods and services with UW colleges, schools, and departments. See the [flyer](#) for more information.

Date: February 8, 2012
Time: 11:30am-1:30pm
Location: Mary Gates Hall

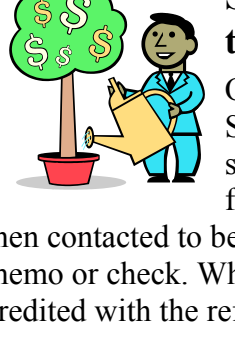


Phase 2: Supplier Registration Automation

The Supplier Registration process is now an online process with an online portal. Please direct all new suppliers doing business with the university to that [online registration](#). The online registration will provide a confirmation number to the user when fully completed.

It is important to remember, a supplier registration is needed for every NEW supplier doing business with the University of Washington who is being paid through PAS. We cannot make payment until we have received one. Coordinating this with the supplier when initiating contact is recommended. Please note that foreign vendors are not registered through this process but continue to be handled as they always have been.

Also, all new vendors are being requested to sign up for [electronic method of payment](#) in keeping with the University's goal of moving away from paper checks and printing.



\$75 Receipt Waiver Approved by OFM

Washington State's Office of Financial Management has approved a receipt requirement waiver for purchases up to \$75. This waiver from OFM covers the following UW purchase systems: P.O., [Travel \(with exceptions\)](#), eProcurement, and ProCard. However at this time, **only the ProCard transactions have received UW Internal Audit approval to implement this procedure.**

So what does this mean? It means that you no longer need to spend time and effort in trying to locate a ProCard receipt or invoice for purchases \$75 and under, but as a best practice for any purchase, please document the business purpose if it's not already obvious.

Using the [\\$75 receipt waiver](#) is not mandatory. Departments have the discretion to implement this in a manner that best suits their needs. For instance, departments might require receipts or documentation for transactions up to \$75 that have a high risk of fraud or misuse. If a department decides to use this waiver, then it must be stated in the department's internal policies and contingency procedures.

Questions? Please contact Aris Gempesaw at arisg@uw.edu or 206-543-9183.

Project Updates



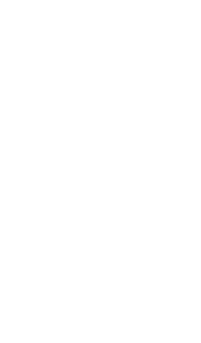
ProCard Applications Now Online

The [online application](#) is now available for use, effective January 15, 2012. All Procurement Card applications (including ghost accounts) must now be submitted using the online application form. **Paper applications will no longer be accepted.** Department Administrators/ProCard Approvers will need to be setup as a [ProCard Approver in Astra](#).

This new application process offers an automated department approval procedure that will assist departments in the management of ProCards and eliminates the wasteful use of paper.

Cardholders or departments renewing ProCards will also need to fill out an online application form once, and once only, in order collect department ProCard application information electronically. This is a one-time process to make sure the updated account information and department approvals are saved in an electronic file.

If you need more information please contact Aris Gempesaw at arisg@uw.edu or 206-543-9183.



Supplier Credit Collection Returns Big Bucks to Campus Departments

One of the first projects that our Procurement Services Customer Service Team started in 2009 was reviewing electronic and paper statements with credit balances for refunds. All team members flag statements with credit balances for review. The suppliers are then contacted to begin the process of obtaining a refund in the form of a credit memo or check. When the refunds come in the appropriate department's budget is credited with the refund.

Refunded Amounts

Year	Amount
2011	\$120,088.92
2010	\$59,149.21
2009	\$339,954.61

As you can see, this is a significant amount of money being returned to departments by a staff that deserves considerable credit for their sleuthing diligence.

UW eProcurement Updates



Two eProcurement Suppliers Make Website Improvements

Announcing New VWR Website in eProcurement
[VWR](#) has a new, streamlined look and feel and will provide a better, faster, and more comprehensive experience to help you get what you need so that you can get back to what's important - your work. As part of VWR's continuous commitment to bringing you improved solutions, the new site will have some key enhancements to make your experience even better. For additional information click [here](#).

CDW-G Improves User Experience with Website Enhancements
Get to know [CDW-G's](#) new website menu, with better navigation tools, and a new mobile-friendly site. Using the new website is easier than ever with elevated visibility for Products, Solutions & Services, and Account Center as well as:

- expanded menu choices and guided links to help customers quickly find what they need
- persistent utility bar across all web pages allows customers to easily access their shopping cart, help options, and quick links

Green Update



UW Sustainability Dashboard

How is the UW doing as a sustainability leader? Check out the Sustainability Dashboard and find out how we're doing with saving energy, minimizing our carbon footprint and fostering a sustainable campus. <http://green.washington.edu/oess/profile/SustainabilityMetrics>

eNews Subscriptions

Was this newsletter forwarded to you? Would you like to subscribe to UW Procurement eNews for yourself? If so, why not sign up to receive this timely newsletter directly by clicking on the provided link below. Select Yes and click Subscribe to receive each edition of this periodically published newsletter.

<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: pcshelp@uw.edu

