



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.

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In This Issue

- Payment Loop – New eProcurement Enhancement Coming in February!
- Amazon Tax Exemption Program (ATEP)
- Paper Reduction Week

Headline News



Payment Loop – New eProcurement Enhancement Coming in February!

The new Payment Loop function will import reconciled invoice payment information into our eProcurement system (Ariba) on a daily basis. Through a new “Payment” tab you will be able to view and track the payment status for BPO, PO and Non-PO invoices. Detailed instructions in how to use this new eProcurement feature will be available upon its implementation in February.

- Amazon Business Online Webinar Training Available
- Diverse Supplier Spotlight: TokuSaku Consulting
- Procurement FAQ
- Amazon Business FAQ

Quick Links

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

About Procurement Services

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

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Amazon Business Can't be used for M&E Tax Exemptions

Procurement Services continues to assess the functionality of Amazon's Tax Exemption Program for Amazon Business, but at this time, in our current business relationship with Amazon Business where the UW ProCard is the only payment method, it is not possible to receive a tax exemption for purchases qualifying for the Machine & Equipment (M&E) Tax Exemption. For all qualifying M&E Tax Exemption purchases, please use an [eProcurement](#) purchasing method.

However, UW will be piloting our tax exemption option for Amazon Business for resale items. If you are a department that has a need to purchase items for resale from Amazon Business on a regular basis, please contact [Ray Hsu](#) to volunteer as a participant in the pilot group. We greatly appreciate your participation to help us fully vet this functionality.

Green U News



Paper Reduction Week at UW

UW Sustainability has been highlighting stories and tips on paper reduction all week at the In Our Nature Blog (green.uw.edu/blog). If you'd like to help encourage paper reduction at the UW, become a UW Paper Reduction Pro!

Paper Reduction Pros is a program that gives recognition to those who make significant and conscious efforts to considerably reduce the amount of paper they use, as well as people who educate their peers in paper reduction. Individuals who pledge to become Paper Pros will get a certificate and a badge to identify themselves as leaders, and will be invited to an annual campus-wide Paper Pro celebration. Take the pledge now: <http://green.uw.edu/paper-reduction/paper-pros>

Training



Amazon Business Online Webinar Training Available

Interested in setting up a UW Amazon Business Account? Amazon is offering training for all new Amazon Business users and Administrators who wish to learn more about the functionalities of Amazon Business. If interested, please consider registering for either of these two webinar training sessions to get your department started on the right track in using Amazon Business.

WEBINAR	DATE	TIME	REGISTRATION LINK
Get Started With Amazon Business (New Users)	February 3, 2016	12 pm	Register Now
	February 17, 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)	February 4, 2016	12 pm	Register Now
	February 18, 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

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, or review additional information on the [Amazon Business webpage](#).

Supplier Spotlight



TokuSaku Consulting

TokuSaku, a local minority owned consulting business has completed another project to help UW school develop their strategic or tactical plans. Last Year, TokuSaku worked with the UW School of Pharmacy to develop their new 5 year Strategic Plan, and then worked with UW Educational Outreach to drive completion of its “Husky Ready”

Business Continuity Plan, which is required of every UW department and school by UW Emergency Management and state law.

TokuSaku, which means ‘A well thought plan’ in Japanese, helps organizations define business requirements, write and issue RFPs, evaluate vendor proposals, and help organizations change their business processes when new software systems are implemented. They also help with organizational development assessments, facilitation, business continuity planning, strategic planning, and other related efforts.

TokuSaku is a member of the Universities Consulting Alliance, which helps small local firms connect with schools and departments that need consulting process.

You can learn more about TokuSaku at their website TokuSaku.com, by visiting the [consulting alliance](#) at or by stopping their booth at the UW Procurement “Safety and Sustainability Fair” being held at the HUB on Wednesday, February 10th from 10 am – 2pm.

Procurement

I used to use Procurement Desktop Reports (PDR) to monitor my PAS requisitions, but now I cannot find those reports. Where are they?

The PAS closure was completed on Monday, January 11, 2016. At that time, the Requisition Status Report PDR was removed from the list of available reports, which were previously listed in the Requisitions category. Procurement Desktop Reports (PDR) will continue to be available for PAS invoices in the Accounts Payable category. The current list of available reports is in the Report Directory, accessible from within PDR or from the [PDR webpage](#).

[Review other Procurement FAQs](#)

Amazon Business

Are there any risks in buying from Amazon Business?

Amazon Business provide a very efficient and easy shopping experience, however, in the Amazon Business Accounts Terms and Conditions (July 29, 2015 edition), they stated that they are currently not able to accept federal flow downs terms and conditions. Based on that, we are advising our campus customers to keep the purchases with Amazon Business under the current direct buy limit.

[Review other Amazon Business FAQs](#)

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**Procurement Services is a Division of Financial Management within
University of Washington's Finance & Facilities**

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