



# 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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## Headline News

**NO, IT IS NOT AN OPTION.**

### **PAS Requisition Entry is No Longer an Option**

The Purchasing & Accounts Payable System (PAS) closed down its requisition entry options in January 2016. The collective effort between Procurement Services, our process partners and customers to accomplish this took years of planning and development. We can now celebrate the closure of PAS purchasing functions as we move forward in the continued development of a world class procurement system for the University of Washington.

eProcurement (Ariba) purchasing methods have replaced all outdated PAS purchasing functions. All purchases need to go through a preferred [eProcurement](#) method or use a [UW ProCard](#) for payment. Departments need to convert any remaining open PAS purchase orders to the preferred

(IDE) Acquired by Diversification Inc.

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[eProcurement Blanket Purchase Order](#), or another eProcurement purchasing method. Any invoices submitted to Accounts Payable are being redirected back to departments with guidance to use a suitable eProcurement method.

If you are having difficulty in determining the best eProcurement method for a particular purchase, or you have any other questions, please contact [Procurement Customer Service](#) at 206-543-4500.



### Payment Loop – New eProcurement Enhancement is here!

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. For information and instructions on how to use this new eProcurement feature please visit: <https://f2.washington.edu/fm/ps/how-to-pay/payment-terms-timelines-delays#paystatus>.

## eProcurement News



### New Roche Diagnostics eProcurement Punch-out Catalog Now Available

*Diagnostics Procurement Services is pleased to announce the new Roche Diagnostics punchout catalog - Available in eProcurement on Friday, February 5<sup>th</sup>!*

The Roche Diagnostics catalog is now an eProcurement punch-out catalog. The new catalog features include a Quick Order option, making adding items to your Shopping Cart as simple as entering your item number and quantity. Another new feature is My Favorites, allowing users to store frequently ordered items by clicking the “Add to Favorites” button for an item and saving the list. You can also add the entire contents of your shopping cart to your favorites before checking out by clicking the “Save Cart & Contents as Favorites” button.

To get started, simply click the Roche Diagnostics catalog icon in eProcurement and then click the green “Buy from Supplier” button to punch-out to the catalog and start your item search.

## Contact Us

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Note: Online quotes are not available in the new punch-out catalog.

If you have questions about functionality of the new catalog, please contact [Procurement Customer Service](#) at 206-543-4500.



## Interior Development East (IDE) Acquired by Diversification Inc.

Interior Development East was acquired by Diversification Inc. DBA (Doing Business As) Workpointe. The IDE catalog in eProcurement has been taken down. No new orders will be going through IDE. In this transition period prior to the implementation of the Workpointe catalog in eProcurement, orders should be placed with Workpointe (Diversification Inc. - vendor #257550) as non-catalog orders or BPO orders referencing UW contract UWIC-011310EP until the new catalog with Workpointe (Diversification Inc.) is implemented in eProcurement.

Any orders with IDE will remain in eProcurement (Ariba) and will be processed for payment. When all IDE invoices are cleared through payment, a new Workpointe (Diversification Inc.) catalog will be launched in eProcurement. An announcement will be forthcoming when the Workpointe catalog becomes available.

## Event Announcement



### Register Now for the 10<sup>th</sup> Annual UW Supplier Fair

The 10<sup>th</sup> Annual UW Supplier Fair is once again being hosted by Procurement Services and the Business Diversity Program. The fair will showcase suppliers in eProcurement, suppliers with a UW contract, as well as small, local, minority and women owned businesses.

You will also have a chance to meet staff from Procurement Services and the Business Diversity Program, so in addition to collecting swag from suppliers in attendance, be sure to stop by our tables to see who you've been talking to over the phone all these years. If chatting isn't a prime motivator for you to attend, consider enjoying some of the delectable treats and drink from our light refreshment table.

Come join us by clicking [here to register now](#). For additional information, view the [Supplier Fair flyer](#) or please contact [Katherine Wu](#) at 206-616-3741.

**9th Annual UW Supplier Fair**  
**February 25, 2015 11am - 2pm**  
**The HUB North & South Ballroom**  
***\*light refreshments will be served\****

## UW ProCard News



### **Important Change Coming Soon To ProCard/CTA Reconciliation Cutoff Email Alert**

Starting with February transactions (Payment Date 3/8/16), the **UW Procurement Card/CTA Payment Alert** email will state that *“Departments have until 5:00 PM the day before the payment is made to complete the reconciliation process and perform necessary reallocation of charges.”*

This change is to encourage the “Best Practice” of gathering supporting documents and reconciliation of transactions well in advance of the morning cutoff. This change will help avoid potential last-minute reconciliation and login access issues with PaymentNet.

Please email [procard@uw.edu](mailto:procard@uw.edu) if you have any questions.

## Other News & Information



### **New Procedural Resource for eProcurement**

A new listserv has recently been developed so the campus can participate in assisting each other with their procurement processes. **eProcurement-at-UW** listserv is a resource in which listserv members can ask questions and share procurement tips and best practices. The University will always have employees new to purchasing responsibilities that would benefit from the assistance of

experts across all three of our campuses. This listserv was created as an eProcurement procedural support group and should be used to tap into a knowledge base of experienced eProcurement users.

The UW has fully launched our new eProcurement (Ariba) system and closed the purchasing functions of our legacy Purchasing and Accounts Payable System (PAS). So in addition to sharing our collective procurement knowledge base, this listserv offers the UW community a chance to accelerate their eProcurement learning curve as well as providing users with the opportunity to help shape the direction of UW procurement through suggestions and requests.

[Join eProcurement-at-UW listserv](#) now, to share your procurement knowledge with others.



## OSP Subaward Process Improvement Update

OSP, ORIS, Procurement Services and a wide range of campus representatives are coordinating and partnering to develop and implement subaward process improvements in order to help:

- Reduce subaward processing time enabling research teams to begin collaborative research sooner
- Improve transparency and clarity on the OSP subaward process & status
- Improve overall satisfaction with the subawards process

OSP and ORIS look forward to providing more in-depth informational sessions later in February. [Save one of these dates](#), to join in!

## Procurement FAQs



***What does "Scheduled" mean on the Payments tab information? I thought we were not scheduling eProcurement payments yet.***

Currently the UW is not able to schedule the payment date for eProcurement invoices. The Payments tab does show a status of "Scheduled" which cannot be changed.

To view the payment information for an eProcurement invoice:

1. Verify the Invoice status is Reconciled and the Reconciliation status is Paying
2. Click the Reconciliation ID to see the Payments tab
3. After clicking on the Payment ID, you will be able to view the Transaction Details for the payment information, which will gradually fill in as the payment goes through processing.

***How long are the Transaction Details available in the Payments tab?***

The Payment Loop project will allow payment information to be seen on the Payments tab for 1-1/2 years.

[Review other Procurement FAQs](#)

## Green U News



### **Make this Year the Year for Green Certification**

It's a new year, winter quarter is in full swing, so keep the "new year" momentum going by certifying your office or lab! Why, you might ask? The more labs and offices that participate in the programs, the greater their contribution will be towards making the University more sustainable. Plus, you receive a certificate to hang in your office or lab and FREE coffee from Husky Grind as a thank you for being green! What a great way to begin the new-year--with an award and some delicious coffee! Find out below which program fits your work area.

#### **Green Lab Certification:**

The [Green Laboratory Certification Program](#) encourages UW labs to be more sustainable. Labs have a massive impact on the university's energy use; they use about four times more energy than office spaces of the same size. The application helps labs identify areas where they are already being green and where they can improve. Labs are surveyed on energy usage, communication, waste, chemical usage, water usage, and work-related travel.

Apply now at <http://green.uw.edu/green-laboratory/apply>! Questions? Contact [greenlab@uw.edu](mailto:greenlab@uw.edu).

**Green Office Certification:**

The [Green Office Certification Program](#) encourages offices throughout campus to make their workplace more sustainable. The application allows offices to see what steps they are already taking to be green and areas where they can improve. Offices are surveyed on energy conservation, green meetings, paper conservation, publications and marketing communications, purchasing, waste diversion, and transportation. You might wonder what is considered an office. An office may be a small group on one floor of a building or an entire department, as long as everyone within the defined office is following the criteria defined in the certification.

Apply now at <http://green.uw.edu/engage/green-office/application!>  
Questions? Contact [sustainability@uw.edu](mailto:sustainability@uw.edu).

Let's start going green in 2016!

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