


## ProCard Online Invoice Supplier Information

The following suppliers accept procard orders and have provided information about how to setup a supplier account and manage your payments. Please remember to notify the Purchasing Department Buyer if you want to move a PAS order to ProCard.

Supplier Name	Commodity	Supplier Contact	Details
Airgas <a href="http://www.airgas.com">www.airgas.com</a>	Gas/Cylinder	Jeff Kadyk; <a href="mailto:jeff.kadyk@airgas.com">jeff.kadyk@airgas.com</a> (206)621-8400 or (206)571-8807	<ul style="list-style-type: none"> <li>*Invoices up to a year old can be viewed and paid online</li> <li>*Online dispute process is available</li> <li>* Contract pricing</li> <li>*Billing is monitored by Purchasing buyer for accuracy. Airgas is required to maintain 98% invoice accuracy rate</li> <li>* Web demo is available at: <a href="http://airgas.com/content/services.aspx?id=9003005000000">http://airgas.com/content/services.aspx?id=9003005000000</a></li> </ul>
Aramark <a href="http://www.aramark.com">www.aramark.com</a>	Uniforms/Laundry	Liz Jensen	<ul style="list-style-type: none"> <li>*2% discount is available only when paying for services provided by Aramark Laundry using a ProCard</li> <li>* contact Liz Jensen <a href="mailto:liz.jensen@uniform.aramark.com">liz.jensen@uniform.aramark.com</a></li> </ul>
FedEx <a href="http://www.fedex.com">www.fedex.com</a>	Shipping	Jerry Barksdale <a href="mailto:jerry.barksdale@fedex.com">jerry.barksdale@fedex.com</a>	<ul style="list-style-type: none"> <li>* State contracted Supplier</li> <li>* Detailed Tracking Visibility: see <a href="http://www.washington.edu/admin/finserv/payables/xmail.html#fedex">http://www.washington.edu/admin/finserv/payables/xmail.html#fedex</a> for more information</li> </ul>
Garda <a href="http://www.gardaglobal.com">www.gardaglobal.com</a>	Security Transport	Anel Rodriguez <a href="mailto:anel.rodriguez@gardaglobal.com">anel.rodriguez@gardaglobal.com</a>	<ul style="list-style-type: none"> <li>*Garda will send you an email notice each month when your invoice is ready for processing, eliminating the need to mail paper invoices.</li> <li>* allows access to invoices from the past 12 months and they can be downloaded via PDF (same as paper invoices), or Excel formats to incorporate into your internal systems or distribute internally.</li> </ul>
Iron Mountain <a href="http://www.ironmountain.com">www.ironmountain.com</a>	Data Storage and Protection	Jason Galindo <a href="mailto:Jason.Galindo@ironmountain.com">Jason.Galindo@ironmountain.com</a>	<ul style="list-style-type: none"> <li>*State contract pricing: Contract Number T09-PCH-149h</li> <li>*Online Invoice payment and retrieval</li> <li>*Records management. Double click the logo below for power point slide demo.</li> </ul> <div style="text-align: center;">  <p>IRON MOUNTAIN IM Connect Training 2009 <small>Presented by: Jason Galindo, Account Manager</small></p> </div>

Newark <a href="http://www.newark.com">www.newark.com</a>	Electronic components & test equipments	Shannon Solvberg <a href="mailto:ssolvberg@newark.com">ssolvberg@newark.com</a>	*Contract pricing, free 2-day freight *Online invoice payment and retrieval *Available transaction "approval" process and account management using 'iBuy' system
Newegg <a href="http://www.biz.newegg.com">www.biz.newegg.com</a>	Computer accessories	Jacob Barnett <a href="mailto:general@biz.newegg.com">general@biz.newegg.com</a>	* One account, multiple users: Easy to manage and track total spending *Shop now, pay later. You can set up net payment terms(upon approval)
Sunbelt Rental <a href="http://www.sunbeltrentals.com">www.sunbeltrentals.com</a>	Equipment and Tool Rental	John Hartnett, Key Acct Mgr <a href="mailto:John.hartnett@sunbeltrentals.com">John.hartnett@sunbeltrentals.com</a>	* Provides web-based ability to manage your equipment and specialized tool rentals. Includes ability to make a reservation, return items, make payment request a service calls. *The State of Washington has a contract with Sunbelt with significant discounts.
UPS <a href="http://www.ups.com">www.ups.com</a> or <a href="http://www.campusship.ups.com/login/uw">www.campusship.ups.com/login/uw</a>	Shipping	Lael Hansen 1-866-651-7638, ext 7206 <a href="mailto:lhansen@ups.com">lhansen@ups.com</a>	* UPS provides web-based shipping for express mail and ground shipping through ups.com and also offers a program called "Campusship" that allows additional administrative controls and reports for departments with multiple shippers or locations. *The University has a pricing agreement with UPS with significant discounts over retail shipping charges

## e-Billing Supplier Information- Account Setup

Instruction how to create an online account with the suppliers

Supplier	Account Setup Instructions	How to retrieve invoices from the suppliers
<b>Airgas</b>	Departments will have to register at the Airgas website  Account information will be tied to the contract	Available on airgas website
<b>Aramark</b> <a href="http://www.aramark.com">www.aramark.com</a>	<ul style="list-style-type: none"> <li>• Provide your account number (located on invoice)</li> <li>• Provide current purchase order number</li> <li>• Confirm effective date for change in payment method</li> </ul>	* contact Liz Jensen <a href="mailto:liz.jensen@uniform.aramark.com">liz.jensen@uniform.aramark.com</a>

	<ul style="list-style-type: none"> <li>• Notify the Buyer in Purchasing that you have changed your payment method and the effective date. The Buyer will update the order in PAS to reflect this change.</li> </ul>	
<b>FedEx</b> <a href="http://www.fedex.com">www.fedex.com</a>	<ul style="list-style-type: none"> <li>• Contact Jerry Barksdale (1.901.224.2607 /) or 1-800-645-9424 and request to add your existing account to WA_WSCA contract.</li> <li>• Request to link your FedEx account with a credit card(ProCard account)</li> </ul>	*login to <a href="http://www.FedEx.com">www.FedEx.com</a>
<b>Garda</b> <a href="http://www.gardaglobal.com">www.gardaglobal.com</a>	Please contact Anel Rodriquez with your account number and she will arrange access: <a href="mailto:anel.rodriquez@gardaglobal.com">anel.rodriquez@gardaglobal.com</a>	*login to <a href="http://www.gardaglobal.com">www.gardaglobal.com</a> or <a href="mailto:client.support@gardacashlogistics.com">client.support@gardacashlogistics.com</a> , (1-877-287-8889)
<b>Iron Mountain</b> <a href="http://www.ironmountain.com">www.ironmountain.com</a>	Contact <a href="mailto:arig@uw.edu">arig@uw.edu</a> for IMConnect set up form  *You can also pay invoices with a procard at: <a href="https://payments.ironmountain.com/">https://payments.ironmountain.com/</a>	*Call Iron Mountain Customer Service Team for invoice copies
<b>Newark</b> <a href="http://www.newark.com">www.newark.com</a>	Option 1. Follow the online registration process on <a href="http://www.newark.com">www.newark.com</a> Option 2. If you like to use Newark's 'iBuy' account management system, please contact Shannon Solvberg.	Login to your Newark account. <a href="http://www.newark.com">www.newark.com</a>
<b>Newegg</b> <a href="http://www.biz.newegg.com">www.biz.newegg.com</a>	Go to: <a href="http://www.biz.newegg.com">www.biz.newegg.com</a> and follow the account setup process. Once an account has been created, you can apply for Net Terms online	*login to <a href="http://www.biz.newegg.com">www.biz.newegg.com</a>
<b>Sunbelt Rental</b> <a href="http://www.sunbeltrentals.com">www.sunbeltrentals.com</a>	<a href="mailto:e-service@sunbeltrentals.com">e-service@sunbeltrentals.com</a>	
<b>UPS</b> <a href="http://www.ups.com">www.ups.com</a> or <a href="http://www.campusship.ups.com/login/uw">www.campusship.ups.com/login/uw</a>	<ul style="list-style-type: none"> <li>• Contact Lael Hansen(1-866-651-7638, ext 7206 / <a href="mailto:lhansen@ups.com">lhansen@ups.com</a> )</li> <li>• See <a href="http://www.washington.edu/admin/finserv/payables/xmail.html#ups">http://www.washington.edu/admin/finserv/payables/xmail.html#ups</a> to setup procard billing.</li> <li>• Contact Aris Gempesaw(206.543-9183 / <a href="mailto:arig@uw.edu">arig@uw.edu</a>) to set up UPS "CampusShip" access</li> </ul>	*login to <a href="http://ups.com">ups.com</a> or <a href="http://campusship.ups.com/login/uw">campusship.ups.com/login/uw</a>

Other suppliers we are working on	Commodity
Amazon.com	Miscellaneous
Caterers(various)	Catering

Google Adwords	Advertisements
McMaster Carr	Tools & Supplies