



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



Ariba Blanket Purchase Order Pilot Begins

The Ariba Blanket Purchase Order (BPO) pilot is getting off the ground after more than a month of preparation. A UW department volunteered their services as the first one to participate in this collaborative effort using an existing purchase order with one of their key suppliers.

This will be a rolling pilot, adding additional UW departments with their specific suppliers, going at a pace that will ensure quality results. With the confidence of success, the weekly pace of adding departmental blanket PO's to the Pilot phase will increase to meet the goals of transitioning all PAS blanket orders to the new Ariba process.

For more information or if you'd like to participate in the pilot, please contact [Procurement Customer Service](#) at 206-543-4500.

PaymentNet 4 Migration is coming February 17th

It is getting closer to the PaymentNet 4 migration date. UW Card Services Staff (ProCard & CTA) is preparing to send more information about the migration and training materials to ensure a smooth transition from legacy PaymentNet to PaymentNet 4.

Customized training will be available soon, but we also encourage everyone to view the available training provided by JPMC to get you familiar with the new user interface. Some of the features shown in the training may or may not be present on our UW customized user interface.

More information about this transition is here: <http://f2.washington.edu/fm/ps/how-to-buy/procard#PaymentNet4> or you can contact Aris Gempesaw at 206-543-9183 (arisg@uw.edu) or the ProCard team at 206-543-5252 (procard@uw.edu).

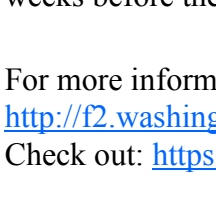
2013 Report to Stakeholders is now online

As part of our ongoing efforts to reduce costs as well as our impact on the environment, we have published the 2013 Report to Stakeholders online.

It contains this year's financial highlights and financial statements, including our independent auditor's report, as well as metrics, stories, and videos related to our students, research, community impact and sustainability efforts. You can [view the full report](#) on the UW's Financial Management website.

If you have any questions, please contact Dan Schaaf at 206-685-6423 or schaafd@uw.edu.

New Policy Reminder



New Check Request Policy Now in Effect

As of January 1st, 2014, all manual check requests that can be submitted through the Payment to Individual (P2I) module will be returned to the department to be entered into the P2I system in Ariba. The check requests that should go through this module are the following types:

- Awards/Prizes
- Expenses associated with services provided to the UW. (Note: Travel expenses related to honoraria are reimbursed through eTravel)
- Honoraria payments to individuals
- Non-UW Scholarships
- Performers
- Royalties
- Services (subject to direct buy limit and current purchasing policies)

When it comes to requesting a check in advance, please do not submit a P2I prior to 2 weeks before the service/lecture date.

For more information about P2I, including best practices, visit: <http://f2.washington.edu/fm/ps/how-to-pay/individuals>. Interested in P2I training? Check out: <https://f2.washington.edu/fm/ps/training-events/independent-study/p2i>

For payments that do not meet the service types above, check requests and supporting documentation will continue to be accepted by the Payman Team.

Event Announcement



Register Now for 8th Annual UW Supplier Fair

The 8th 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 the suppliers in attendance, be sure to chat 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. Need more information? Please contact [Katherine Wu](#) at 206-616-3741.

8th Annual UW Supplier Fair
March 12, 2014 11am - 2pm
The HUB North & South Ballroom
light refreshments will be served

eProcurement Supplier News

McMASTER-CARR Newest eProcurement Punch-out Catalog: McMaster Carr

McMaster Carr is now a punch-out catalog in eProcurement offering discounts you won't get with other purchasing methods for their full product line. The company is a supplier to industrial and commercial facilities worldwide, specializing in next day delivery of Maintenance, Repair and Operations (MRO) materials and supplies.

McMaster maintains over 510,000 products in their catalog and offers a collection of mechanical, electrical, plumbing, and utility hardware not usually located from a single source.

Please contact [Shaune Kelly](#) or [Jennifer Kirtland](#) at 562-463-4232.

Agilent Technologies Agilent's new GCMS Trade-in Promotion

With the existing purchase agreement in place at the UW, Agilent is offering a 30% discount on any Gas chromatography-mass spectrometry (GCMS) deal right now! The details of the promotion are in this [flyer](#).

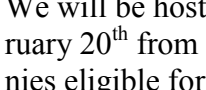
Contact [Joel Hanson](#) at 425-356-6029 for more information.

CORRECTION: Complete Office Contact Info

We recently ran an article about Complete Office, one of our eProcurement catalogs, but unfortunately we provided a wrong email address. If you would like to try an office supply company that prides themselves in great customer service and competitive pricing, consider Complete Office.

Please feel free to contact Dan Marcus at dmarcus@complete-office.com or 206-336-5750 for any additional information questions.

Green U News



2014 Husky Green Award Nominations

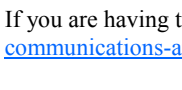
Start thinking about your nomination for the 2014 Husky Green Awards! This special award recognizes leadership, dedication and initiative to environmental sustainability.

This is an opportunity for you to highlight the efforts of remarkable actions and achievements that have helped make the UW more sustainable.

Submit your nomination by March 10th.

<http://green.washington.edu/hga>

Business Diversity News



OMWBE Businesses Certification Workshop

Corporate social responsibility takes a high priority at the University of Washington. Procurement Services with the University's Business Diversity Program (BDP) in a number of ways to include small, diverse and local businesses in our purchasing strategy. Recently, Procurement Services and the Business Diversity Program co-hosted a Certification Workshop with the Office of Minority and Women Business Enterprises (OMWBE), Native PTAC and Skanska. The workshop focused on guiding a group of about 20 businesses in attendance through the OMWBE certification process.

We will be hosting these workshops in the future with the next one occurring on February 20th from 5:30 to 7:30 PM in the Purchasing and Accounting building. Companies eligible for certification can receive free guidance and assistance in becoming certified. Certification can help a business be eligible for certain federal awards and be a part of Washington state agencies' voluntary OMWBE contracting goals.

If you know of a business that you work with that is OMWBE eligible, steer them towards [BDP](#) for additional information in how to get certified by calling [Katherine Wu](#) at 206-616-3741.

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

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If you have procurement related questions please email: pcshelp@uw.edu



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