



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.

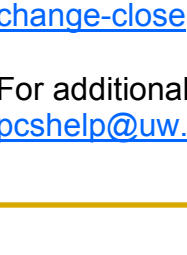
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Headline News



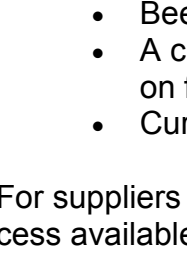
Request Form to 'Change or Close' eProcurement Orders

As of Monday, 10/20/14, please be aware that use of the form is required for all change or close order requests.

Requests to close eProcurement POs (those beginning with EI) and Blanket Purchase Orders (those beginning with BPO) should be submitted using the online form. This form will also allow you to request limited budget and account code changes on eProcurement POs.

To learn more about allowable changes and how to submit a request to close either eProcurement POs or BPOs, please check out our new Changing or Closing eProcurement Orders webpage at: <http://f2.washington.edu/fm/ps/change-close>.

For additional questions, please contact Procurement Customer Service at pcshelp@uw.edu or call 206-543-4500.



Later This Fall - Foreign Suppliers Available in eProcurement!

In order to fully comply with Internal Revenue Service (IRS) requirements for foreign supplier payment reporting, Procurement Services is developing functionality to have those foreign suppliers available in eProcurement (Ariba) for Purchase Orders (POs) and Blanket Purchase Orders (BPOs) which meet certain criteria.

Currently we are collecting data from multiple systems to analyze existing foreign entities in order to determine if they match the required criteria to be available in eProcurement when this new feature is released. Suppliers that meet the compliance criteria will be available in eProcurement (Ariba) upon release of this new functionality in early November 2014.

Suppliers that will be available in eProcurement upon release of this new functionality will be those suppliers who have:

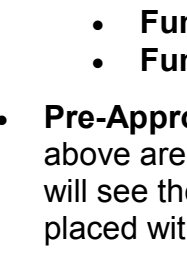
- Been paid by UW in the 2014 calendar year
- A current, valid copy of the appropriate [IRS form](#) (W8BEN-E, etc.) on file with Procurement Services
- Current Order and Remit-To addresses on file

For suppliers who do not currently meet this criteria there will be a new process available for foreign suppliers to submit pertinent supplier information along with required IRS forms to ensure that these suppliers can be added to eProcurement for all procurement purposes.

The process for foreign individuals will not change at this time. For more information on doing business with foreign individuals please see the [Global Operations Support](#) page.

We will soon be updating the Procurement Services web page regarding [Foreign Suppliers](#) to communicate the new process.

For additional questions, please contact pcshelp@uw.edu.



COMING SOON – IMPORTANT Change to Non-Catalog Ordering Assessment

Later this fall as part of the eProcurement enhancement rollout, there will no longer be a requirement for users to pass an assessment to become a Non-Catalog Preparer.

What this means to campus: Any user with a UW NetID will be able to create a Non-Catalog Order in eProcurement.

To help departments prepare for this change, the new eProcurement roles described in the [Sept 25th Issue of the Procurement Services Campus Newsletter](#) can be used to manage approval requirements for placing orders. These roles provide campus departments with more options to determine which requests they want to review before approving.

To summarize the changes:

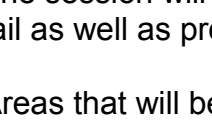
- **Non-Catalog Preparer role:** This role will be deactivated.
 - Any user with a UW Net ID will see the **Create Non-Catalog Item** button when preparing a requisition in eProcurement.
 - The change will be transparent to users who already have this role.
- **New optional ASTRA roles for eProcurement Orders** available to campus departments:
 - **Compliance Approver**
 - **Funding Approver1**
 - **Funding Approver2**
- **Pre-Approved Preparer role:** If any of these new optional roles listed above are applied in ASTRA, orders placed by a Pre-Approved Preparer will see the role added to the approval flow, and the order will not be placed with the supplier until approved.
 - **IMPORTANT:** *One of the reasons we are implementing this change is to provide a transition point for the near future, when the Pre-Approved Preparer Roles will no longer be available in the eProcurement system.*
- **Budget/Org Approver roles:** No changes are being made to this roles.

In preparation for this change, we strongly recommend you take this time as an opportunity to:

- Review the current ASTRA authorizations for your department
- Review the article about the new approval levels coming to eProcurement that is in the [Sept 25th Issue of the Procurement Services Campus Newsletter](#)
- If you have Pre-Approved Preparers, plan to leverage the new roles to ensure your department is following best practices for purchasing compliance by considering the following options:
 - Remove the Pre-Approved Preparer roles so that the requests will be reviewed and approved by the Budget/Org approvers before the orders are placed with the suppliers
 - Keep the Pre-Approved Preparer roles and add either Compliance and/or Funding Approvers to ensure that all orders are reviewed and approved before the orders are placed with the suppliers
- Review and update department approval policies for ordering in eProcurement

Coinciding with the changes later this fall, we will also be releasing a new, improved Non-Catalog Ordering eLearning, available on the Procurement Services [Independent Study](#) webpage.

If you have any questions, please contact pcshelp@uw.edu.

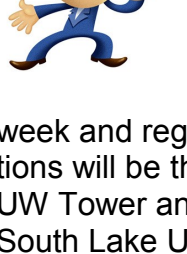


How will Subcontracts Transition to eProcurement?

The Office of Sponsored Programs (OSP) Subawards Process Improvement Project is well underway. Part of the process improvement involves transitioning the processing of purchase orders and invoicing from PAS to eProcurement (Ariba).

In an effort to make the process as paperless and efficient as possible, OSP will be contacting their current sub recipient organizations to inform them of these changes and request their help in ensuring a smooth transition.

Event Announcements



OSP and Procurement Services Q&A Session on Subawards and eProcurement (Ariba) Implementation

Friday, October 17th 9:00 – 10:30 in the UW Tower Auditorium.

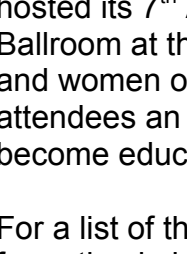
This session will be a webcast as well, however we encourage in person attendance! **Coffee and donuts will be served!!**

The session will review information shared at last week's MRAM in more detail as well as providing additional FAQ's and guidance.

Areas that will be covering include:

- Specific PAS to Ariba transition steps & timeline
- Specific Ariba for subawards go-live process & timeline
- Suggestions for how best to handle subaward requests and modifications over the next few months
- Resources to utilize during transition & go-live
- FAQ's developed from this week's MRAM and other recent questions
- Information on how best to interact with and assist your subrecipients during transition & go-live
- How to most effectively work with the OSP and Procurement teams during transition & go-live
- Valuable information about how best to track the status and timeline of your subaward request during the current backlog due to high volumes and staffing challenges

Webcast Link: <https://uofw.adobeconnect.com/a834897290/mram>

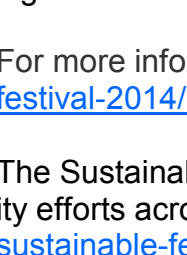


Announcing Fall Forum Dates coming Next Week

Procurement Services is finalizing dates for the fall forums. We'll have much to share as we close in on replacing all PAS purchasing functionalities with eProcurement (Ariba) solutions at the end of this year. So look for the announcement next week and register for a forum venue that's convenient for you. The venue options will be the same offerings as in the past at the Seattle campus, Foege, UW Tower and The HUB, as well as locations on the Bothell, Tacoma and South Lake Union campuses.

We look forward to seeing you all once again. Any questions or outreach requests, please contact [David Wright](#) at 206-616-7076.

Tax Tips & Tricks



To Tax or Not to Tax

Did you know that many of the IT products and services are subject to sales/use tax? Is your department anticipating purchasing a large (over \$100,000) IT Product/Service and would like to know if sales/use tax will be part of the expense? If so the tax office will be happy to review any contracts or statements of work to determine if sales/use tax would apply.

For additional information, please contact [Mona El Souessy](#) at 206 221-3342.

Business Diversity News



Another Successful BDP Catering Event

The UW Business Diversity Program is committed to ensuring equal opportunity for suppliers desiring to do business with the University of Washington. The Business Diversity Program hosted its 7th Annual Catering Event this year on September 30th in the South Ballroom at the HUB. This popular event showcased 14 local, small, diverse and women owned catering companies and gave the over 250 invited UW attendees an opportunity to better understand the caterers capabilities and become educated about the wide variety of food options available to them.

For a list of the caterers who attended click [here](#), or if you would like more information in how to establish business relationships with other diverse businesses you can go to the [BDP website](#) or contact [Katherine Wu](#) at 206-616-3741.

Green U News

Don't Miss the SustainableUW Festival



The centerpiece event of next week's [SustainableUW Festival](#) is the Sustainability Summit on Wednesday, Oct. 22, at Alder Commons from 4-7 p.m. The event will feature a Huskies for Humanity Panel featuring Deans and students from the College of the Environment, Foster School of Business and the School of Public Health, talking about "Solving Grand Challenges."

The panel will be followed by a poster session with student environmental projects funded by the Campus Sustainability Fund and Green Seed Fund.

At 6 p.m. UW Athletics will give the Husky Highlight keynote speech, discussing sustainability initiatives and achievements.

For more information on the summit, go to: <http://green.uw.edu/sustainable-festival-2014/summit>.

The SustainableUW Festival will run from Oct. 20-25 highlighting sustainability efforts across UW. See all the festival events here: <http://green.uw.edu/sustainable-festival-2014/events>

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<https://mailman2.u.washington.edu/mailman/listinfo/procurementservicesnews>

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